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**STATE OF NEW YORK**

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**FIRST REPORT**

**OF THE**

**Committee on Civil Service**

**OF THE**

**Senate of the State of New York**

**Appointed to Investigate the Civil Service of the State with  
Particular Reference to Salaries, Grades and  
Duties of Officers and Employes**

---

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GEORGE F. THOMPSON  
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**TRANSMITTED TO THE LEGISLATURE MARCH 27, 1916**

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# STATE OF NEW YORK

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No. 40

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## IN SENATE

MARCH 27, 1916.

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### **Report of the Senate Committee on Civil Service in Relation to the Standardization of the Public Employments of the State**

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STATE OF NEW YORK

ALBANY, *March* 27, 1916.

*To the Honorable, the President of the Senate:*

SIR.—The Senate Committee on Civil Service has the honor to submit in accordance with the provisions of resolution of April 9, 1915, its first report to the Legislature in relation to the standardization of the public employments of the State of New York.

Very respectfully yours,

CLINTON T. HORTON,

*Chairman.*

[vii]

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# **PART I.**

## **INTRODUCTION WITH SUMMARY OF FINDINGS AND RECOMMENDATIONS.**

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### **I. CHARACTERIZATION OF PRESENT EMPLOYMENT CONDITIONS, WITH SUMMARY OF FINDINGS**

The investigations and findings of the Senate Committee on Civil Service furnish convincing evidence that the business of the State is transacted with a considerable amount of waste. The Committee estimated in its preliminary report of April 9th, 1915, that the payroll cost could be reduced by at least two million dollars through proper reorganization of methods and simplification of work, of which five hundred thousand dollars could be immediately effected. The Committee, after exhaustive investigation, finds that this estimate was conservative.

Many factors contribute to the waste or inefficiency in the State government to-day. One of the most important factors is the present system of civil service control and the deadening spirit which underlies it. In no department of the State government do employment conditions approach the standards adopted by private practice, although there are many instances of highly competent and thoroughly trained officials and employes rendering much more service to the State than could be required of them.

The most important results of or defects in the present system of civil service control revealed by the Committee's investigation may be summarized under the following headings, which will be more fully developed in the body of this report:

- 1. Irregularity in Rates of Pay — With Large Amount of Overpayment.**
- 2. Multiplicity of Fictitious and Unnecessary Titles — With Resultant Confusion of Work, Friction Between Employes, and Administrative Difficulties in Assigning and Controlling the Personnel.**
- 3. Inadequate and Inequitable System of Advancement and Promotion.**
- 4. Unnecessary Duplication of Work — Prevalence of Useless Positions.**
- 5. Lack of Proper Qualifications and Preliminary Training of Employes.**

6. Exempt Positions—Need for More Permanence of Tenure in Important Posts.

7. Lack of Standards to Control Output of Employees.

8. Lack of Esprit de Corps—Deadening Influence of Service Under Present Conditions.

9. Present System of Civil Service Control.

1. *Irregularity in Rates of Pay— with Large Amount of Overpayment.*<sup>1</sup>

The extent of overpayment, by which is meant the amount of excess of the present rates over maximum rates recommended for the standards of work involved, aggregates \$380,082,<sup>2</sup> which may be distributed, by services, as follows:<sup>3</sup>

Clerical . . . . .	\$195,535
Professional and Scientific . . . . .	81,184
Inspectional . . . . .	34,664
Investigational and Examining . . . . .	36,456
Other Services . . . . .	32,243

The amount of underpayment, by which is meant the difference between present rates and minimum rates recommended for the standard of work involved, aggregates \$83,050, which may be distributed, by services, as follows:<sup>3</sup>

Clerical . . . . .	\$19,976
Professional and Scientific . . . . .	40,687
Inspectional . . . . .	5,620
Investigational and Examining . . . . .	5,226
Other Services . . . . .	11,541

<sup>1</sup> The figures shown under this caption do not include the overpayments or underpayments in the Public Service Commission, First District, the State institutions, courts, normal schools, agricultural colleges and small commissions, the total annual payroll cost of which approximates \$11,500,000. The courts, normal schools and colleges were not included within the scope of the Committee's investigation; the investigative work for the other units has not been completed.

<sup>2</sup> This item of \$380,082 is in excess of the rates of the grades in which the reclassified employees fall. Many of the present employees, however, because of the limited duration of their service, would not, under the proposed schedules, be entitled to these maximum rates. It is estimated that a strict application of the proposed standards, according to service, would show approximately \$525,000 overpayment.

<sup>3</sup> See Part IV for comparative analysis of the present and proposed classification, showing overpayment and underpayment. See page xxxix for a statement of the Committee's policy with respect to overpayment.

This irregularity of compensation, which in itself would tend to disrupt any private or public enterprise, is the result of many years of comparative indifference to principles of sound business and fair dealing, particularly in the two following respects:

First.— Practice of making appointments to the same line and grade of work at widely different rates (the appointees being recruited generally from the same eligible lists, where the positions are competitive).

Second.— Practice of advancing and promoting employes without proper reference to relative merit, seniority of service or change of duties.

The effect of the second practice in producing not only irregularities in rates of pay, but also a general condition of overpayment, is particularly marked.

The average salary of all State employes in the administrative departments (all offices and functions represented) on January 1, 1911, was \$1473.<sup>1</sup>

The average salary of all State employes in these departments on January 1, 1915, was \$1848.<sup>2</sup>

This represents an increase in the average salary of all employes of \$375, or 25 per cent. of the original cost.

In this connection the experience of the city of Chicago, somewhat similar in the size of its organization and in the variety of its functions, is significant. From 1911 to 1915 the average salary rate of all employes in its departments has fluctuated but little, the net average rate remaining about the same. In two large services — Clerical and Supervising — the average rate decreased \$38 and \$72 respectively; in three services — Medical, Engineering and Inspectional — the average rate increased \$43, \$38 and \$72 respectively. In one service — the Library Service which is very small — the rate increased \$228 (from \$678 to \$906 per annum).

During this period Chicago was administered under a definite plan of salary control. However, the marked and abnormal increase in the average payroll cost of New York State employes during this period of four years will find few, if any, parallels in public or private practice.

<sup>1</sup> This includes 4,498 positions carrying a total expenditure of \$6,626,678.90.

<sup>2</sup> This includes 6,364 positions carrying a total expenditure of \$11,764,267.55.

2. *Multiplicity of Fictitious and Unnecessary Titles — with Resultant Confusion of Work, Friction between Employes, and Administrative Difficulties in Assigning and Controlling the Personnel.*

According to standards developed after investigation and submitted as part of this report, there are approximately 943 fictitious or unnecessary titles in the State service to-day. These irregular titles may be grouped according to the general class of work performed thereunder as follows:<sup>1</sup>

	Fictitious and Misleading.	Unnecessary or Non- descriptive.
Clerical		
Clerk (Miscellaneous) . . . . .	174	91
Stenographer and Typist . . . . .	41	12
Bookkeeper . . . . .	19	5
Private Secretary . . . . .	3	1
Other . . . . .	14	6
Professional and Scientific . . . . .	201	53
Inspectional . . . . .	43	17
Investigational and Examining . . . . .	31	18
Other Services . . . . .	160	54

Titles are now used to designate employments for the purpose of civil service and budget control. A title, as construed by law, indicates not only the relative rank and importance of an employe's status, but also the scope of his employment and constitutes the restrictions or limitations beyond which he may refuse to work. An improper title, because of its legal as well as its institutional significance, almost invariably spells waste.

The following cases illustrate the type of misleading and fictitious designations which are to-day prevalent in the State civil service.

(a) Laborer at \$2 per diem, paid for 366 days in the year, representing a woman who is engaged in "sorting and filing mail in the file room, etc." (who should be classified as a junior clerk at \$540 to \$780 per annum); curiously enough, a recent request for an increase in the rate of this employe was computed on the basis of 366 days, at 50 cents a day;

<sup>1</sup> See Part V for comparative analysis of present and proposed classification, showing overpayment and underpayment and variety of titles.

(b) Draftsman at \$1,600 per annum, representing an employe performing routine clerical duties (who should be classified as clerk at \$840 to \$1,200 per annum);

(c) Assistant engineer at \$7 per diem (an equivalent of \$2,100 per annum) representing an employe performing somewhat specialized clerical work (who should be classified as senior clerk at \$1,320 to \$1,800 per annum);

(d) Highway inspector at \$4.50 per diem (equivalent to \$1,400 per annum) engaged in simple blue printing (who should be classified as a laborer);

(e) Inspector of masonry at \$5 per diem (equivalent to \$1,550 per annum) engaged in routine testing of construction material (who should be classified as a junior physicist at \$1,080 to \$1,320 per annum);

(f) Inspector of masonry at \$5 per diem, performing routine clerical work (who should be classified as clerk at \$840 to \$1,200 per annum);

(g) Assistant to deputy at \$2,700 per annum, engaged in simple routine clerical work (who should be classified as clerk at \$840 to \$1,200 per annum).

The following illustrations summarize the result of this looseness of practice:

Employes performing miscellaneous (as opposed to technical or specialized) clerical work of a standard which would reasonably warrant compensation of from \$540 to \$780 per annum, and which should be classified under one standard title, are now receiving a variety of salary rates from \$360 to \$1,500 per annum, under 30 different titles, some of which are as misleading as the rates of compensation are unsound.<sup>1</sup>

Employes performing miscellaneous clerical work of the next higher grade which would reasonably warrant an annual compensation of from \$840 to \$1,200 per annum, and which should be classified under one standard title, are now receiving a variety of salary rates from \$600 to \$2,700 per annum, under 98 titles.<sup>1</sup>

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<sup>1</sup> See Part V for comparative analysis of present and proposed classification, showing overpayment and underpayment and variety of titles.

Employees performing miscellaneous clerical work of the next higher grade, which would reasonably warrant a compensation of from \$1,320 to \$1,800 per annum, and which should be classified under one standard title, are now receiving from \$1,080 to \$3,500 per annum, under 83 distinct titles.<sup>1</sup>

These irregularities of title, while striking, typify the present practice. Like the irregularities of compensation they reflect a disregard of efficient methods of administration and, having continued over a period of years, have resulted in an accumulation of obsolete practices. In this connection, attention should be called to the difficulties and disadvantages under which department heads often work. They are frequently so absorbed with large administrative policies of their departments that they have little or no time to consider details of personnel adjustment. They are compelled of necessity to leave many of these problems to subordinates who, in turn, have grown so accustomed to established departmental methods and traditions that they seldom initiate changes to meet new conditions or improve departmental practice.

### *3. Inadequate and Inequitable System of Advancement and Promotion.*

The failure of the State government to establish a sound and equitable system of advancements and promotions has produced conditions unjust to the employe and extremely costly to the State. Advancement of employes has been influenced in no small degree by accident or considerations of personal preference. Too little premium is placed upon demonstrated merit, efficiency or length of service. Up to a comparatively recent date the Civil Service Commission has not exercised any control over service records or ratings and the departments, with one or two exceptions, have done nothing to introduce this important factor in the regulation of the personnel. This is largely due to the fact that the present law does not require the keeping of such records or permit the Civil Service Commission to compel it.

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<sup>1</sup> See Part V for comparative analysis of present and proposed classification, showing overpayment and underpayment and variety of titles.

The weaknesses of the promotional system as applied to positions under civil service control are exhibited in the following:

First.—Promotion is permitted under the present civil service law from one salary grade to another salary grade without change of duties. Employees in specific posts have, with little or no increase in responsibility, been indiscriminately advanced again and again.

Second.—Increases in salaries have been given without reference to relative merit or length of service.

Third.—Promotions have been administered within restricted and narrow limits, largely owing to the restrictions of the present law. This has resulted in undesirable discrimination against the employees of departments where the routine and low salaried positions are concentrated. For example, the average rapidity of advancements for employees recruited from the same or similar eligible lists, with similar qualifications, and performing the same kind of work, differs so widely in the several departments that, whereas the employees of some departments are advanced with undue rapidity and without adequate preliminary training, those of other departments receive wholly inadequate recognition.

The following examples, typifying the irregularities which have resulted from the loose provisions of the law and practice relating to the competitive promotional system, are particularly illuminating:

*Case Number 1.*

A (age 39), standing 5th on the messenger eligible list, was appointed Messenger at \$480, and in a period of eight years was advanced to \$1,800, his promotions having been as follows:

Appointed December 1, 1904.....	\$480.....	Messenger.
Promoted May 15, 1905.....	600.....	Messenger.
Promoted December 15, 1905.....	720.....	Clerk.
Promoted May 15, 1906.....	900.....	Clerk.
Promoted December 15, 1906.....	1,200.....	Clerk.
Promoted October 1, 1909.....	1,500.....	Clerk.
Promoted December 1, 1912.....	1,800.....	Clerk.

A is now performing work which is reasonably worth a maximum of \$1,200.

*Case Number 2.*

B (age 53), standing 12th on the bookkeeper eligible list, was appointed Assistant Bookkeeper at \$720, and in a period of three years was advanced to \$2,400, his promotions having been as follows:

Appointed Aug. 10, 1910....	\$720....	Assistant Bookkeeper.
Promoted Feb. 10, 1911....	900....	Assistant Bookkeeper.
Promoted Aug. 10, 1911....	1,200....	Assistant Bookkeeper.
Promoted Feb. 10, 1912....	1,500....	Assistant Bookkeeper.
Promoted Aug. 10, 1912....	1,800....	Assistant Bookkeeper.
Promoted Feb. 10, 1913....	2,100....	Bookkeeper.
Promoted Aug. 10, 1913....	2,400....	Bookkeeper.

B is now performing work which is reasonably worth a maximum of \$1,800.

*Case Number 3.*

C (age 28), standing 78th on the messenger eligible list, was appointed Messenger at \$480, and in the period of five years was advanced to \$3,000, his promotions having been as follows:

Appointed, March 11, 1910.	\$480 Messenger
Promoted, Sept. 21, 1910...	600 Clerk
Promoted, April 1, 1911....	720 Clerk and Asst. Deputy
Promoted, October 1, 1911..	900 Clerk and Asst. Deputy
Promoted, April 1, 1912....	1,200 Clerk and Asst. Deputy
Promoted, October 1, 1912..	1,500 Clerk and Asst. Deputy
Promoted, April 1, 1913....	1,800 Clerk and Asst. Deputy
Promoted, October 1, 1913..	2,100 Clerk and Asst. Deputy
Promoted, July 1, 1914....	2,400 Clerk and Asst. Deputy
Promoted, July 1, 1915.....	3,000 Clerk and Asst. Deputy

C is now performing work which is reasonably worth a maximum of \$1,680.

*Case Number 4.*

D (age 31), standing 26th on the stenographer eligible list, was appointed Stenographer at \$600, and in the period of



twelve years was advanced to \$2,700, his promotions having been as follows:

Appointed, October 23, 1902.....	\$600	Stenographer
Promoted, 1904 . . . . .	720	Stenographer
Transfer, June 16, 1906.....	720	Stenographer
Promoted, December 16, 1906.....	900	Stenographer
Promoted, June 16, 1907.....	1,200	Stenographer
Promoted, December 15, 1907.....	1,500	Stenographer
Promoted, October 1, 1909.....	1,800	Stenographer
Promoted, October 1, 1911.....	2,100	Stenographer
Promoted, July 15, 1913.....	2,100	Asst. Secy.
Promoted, October 1, 1913.....	2,400	Asst. Secy.
Promoted, October 1, 1914.....	2,700	Asst. Secy.
Promoted, December 1, 1915.....	2,700	Hearing Sten.

D is now performing work which is reasonably worth a maximum of \$1,800.

Perhaps no factor has done as much to lower the working efficiency of state employes as the haphazard and irregular advancement and promotion system which has given too little recognition of the competent and too much protection and recognition of the incompetent. The present Civil Service Commission is endeavoring to correct these defects, but changes in the law are necessary to enable it to accomplish fully the desired changes.

#### *4. Unnecessary Duplication of Work — Prevalence of Useless Positions.*

Antiquated forms of organization, duplication of work and unbusinesslike methods are closely related to the unstandardized system of employment control. Duplication of effort extends in all directions — within a single bureau or office, between units of a single department, and between different departments. Functions which should logically repose in one department are carried on by another department or distributed over several units. So marked is the lost motion, and so extensive the duplication of work and the overlapping of duties with respect to similar functions of government that very substantial changes effecting con-

siderable economies may be made in some departments without change of law or disturbance or retardation of the State's business.<sup>1</sup>

A separate line of investigation was conducted by the Committee during the standardization inquiry to point out concretely the immediate and ultimate savings which could be made through reorganization and simplification of methods. The results of these investigations have been presented in detailed critical reports prepared by the examining staff. These reports are being made the subject of conferences with the departments affected.

These investigations reflect a possible saving in salaries and wages of \$500,635 which can be obtained through immediate force reduction, i. e., which would not involve a radical reorganization or disturbance of the present procedure. They also show wherein further savings of \$1,474,879 in addition, exclusive of the foregoing item, can be obtained through a more fundamental reorganization of the departmental machinery and work process.

The Committee is convinced that the working out of these savings by simplification of organization and methods will not impair or retard departmental activities, but will, on the other hand, make for a positive improvement of work methods.

##### *5. Lack of Proper Qualifications and Preliminary Training of Employees.*

Many State employes engaged in routine investigative, inspectional and clerical work are unqualified to perform properly their regular duties. This is largely due to a lack of adequate preliminary training. Their entrance to the State service without such training is explained by the fact that some of them were subject to no examination before appointment and that the examination taken by others, as a basis for appointment, did not contain practical tests which would insure ability on the part of the successful candidates to perform the specific tasks involved.

At the present time the State is employing 110 inspectors who are engaged in the examination and inspection of employment conditions in factories and other establishments where women and children work in large numbers. Such work requires not only a clear understanding of an intricate code of labor regulations

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<sup>1</sup> For the Committee's policy with respect to abolishment, see p. xxxvii.

but also a practical knowledge of factory conditions, mechanical equipment and industrial hygiene.

These employes have been recruited through competitive examinations held since 1911. Assurance that candidates for these positions possess the requisite qualifications could be had only by exacting definite preliminary experience and training as a condition for entering these examinations.

An analysis of the civil service records of these 110 factory inspectors shows that only 54 were engaged in work which would afford familiarity with the operation of machinery, safety devices, or methods of building construction. Two inspectors had been in occupations that would give them some special qualifications for factory inspection: one a physician; the other formerly an agent of the United States Department of Commerce and Labor.

The other 54, or almost one-half of the entire number, had apparently no experience or training to qualify them to meet the difficult technical problems that constantly confront a factory inspector. The following are some of the "previous occupations" of these fifty-four:

Clerks . . . . .	13	Painters and paper hangers	2
Teachers . . . . .	4	Merchants . . . . .	2
Stenographers . . . . .	4	Letter-carriers . . . . .	2
Salesmen . . . . .	3	Investigators . . . . .	2

and one in each of the following occupations:

- Manager, sewing machine agency.
- Accountant.
- Auditor.
- Lawyer.
- Correspondent (in foreign language).
- Solderer.
- Shoemaker.
- Undertaker.
- Inspector of Public Improvements.
- Pharmacist.
- Matron of a jail.
- Manager of motion picture theatre.
- Collar examiner.
- Sample shirt-waist worker.
- Shoe-fitter.

One was “unemployed” and another gave his occupation before becoming a factory inspector as “none.” Three stated that they had previously been “managers” but did not state what they managed.

The present Civil Service Commission is now conducting another examination for factory inspector, and is requiring of all candidates — as a basis of admission to the examination — at least five years of experience in factory or construction work.

#### 6. *Exempt Positions — Need for More Permanence of Tenure in Important Posts.*

At the present time 1,616 positions within the so-called classified service of the State administrative departments and other offices are filled without examination or other competitive civil service requirements. They are termed “exempt positions.” Many of these are positions of responsibility requiring such technique and training that the highest degree of efficiency is secured only where the incumbents have had appropriate training before appointment and are assured permanence of tenure after appointment to the service. Appointment without competition does not necessarily prevent the selection of competent employes. It has in fact in many instances secured well qualified persons for the State service. But it does not insure the selection of competent employes and almost invariably leads to retirement by reason of change of administration or other incident before the best results are obtained. This is responsible for needlessly recurring waste in the management of the State’s business.

The Committee recognizes that department heads and other policy-determining officials must have deputies and confidential secretaries in complete harmony with them and their policies. Such persons cannot be selected through examination or other devices which restrict the responsible official in making a personal selection. The soundness of this principle has been recognized by the constitution and statutes.

The Constitution provides<sup>1</sup> that “appointments and promotions \* \* \* shall be made according to merit and fitness to be ascertained, so far as practicable, by examinations, which, so far as

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<sup>1</sup> Art. 5, Sec. 9.

practicable, shall be competitive." The present classification of the State service, which is intended to enforce this constitutional requirement, contains many inconsistencies. The same positions, such as stenographer and chief clerk, are differently treated; being exempt from competition in some departments and subject to competition in others. A proper observance of the constitutional and statutory provisions requires that those positions for which competition is admittedly practicable be reclassified and placed in the "competitive" class. This would secure, among other things, permanence of tenure and thus improve the transaction of the State's business.

#### *7. Lack of Standards to Control Output of Employees.*

The administrative heads of some departments have taken steps towards regulating the output and efficiency of individual employees. For the most part, however, individual efficiency has not been properly developed through systematic supervision and control. It is found that officials responsible for the work of a division, section or office rely too much on indefinite impressions as to whether or not an employee's work is satisfactory and do very little to develop the individual workmen to the maximum of their capacity. The Committee believes that the individual performance of employees (especially those in the clerical and inspectional service) does not exceed 66⅔ per cent of the standards, either in volume or quality of work, which would be exacted of them by private employers. The experience of the Secretary of State in the one year of his administration in increasing the former output of a corps of fifteen clerks and stenographers by 75 per cent., with a higher degree of accuracy, through the installation of minimum work standards reflects the opportunity for saving which is very general.

#### *8. Lack of Esprit de Corps — Deadening Influence of Service under Present Conditions.*

The conditions of employment control, as above characterized, coupled with a long standing disregard of and lack of sympathy with the ideals of the competitive civil service have led to general indifference on the part of the officials

and employes to the claims for efficient service. This indifference has augmented the waste and inefficiency which inhere in the weakness or defects of the machinery of the government on the one hand, and the lack of individual equipment and training of employes on the other. It is difficult to conceive of a more important task confronting the Legislature, the respective executives, and in turn the press and public generally, than that of inculcating within the public service the same spirit of enterprise and individual loyalty which has placed private business on an economical and efficient basis. The regulations and customs governing the present departmental procedure are productive of waste. Until these conditions are changed, the Committee believes that satisfactory results will not be obtained. It is felt, however, that coincident with such reorganization, a campaign should be organized within the State service, as well as without, which through discussion and instruction, welfare and recreational activities, would develop an *esprit de corps* resulting in an insistent desire on the part of each civil servant to give adequate return for the compensation which he receives from the State.

#### 9. *Present System of Civil Service Control.*

The history of civil service legislation and its enforcement in the last thirty years in the State of New York shows how far the State has failed to realize the ideals of civil service administration. During this period continuous pressure from the outside to confer favors has operated as the motive for establishing many unnecessary positions and creating fictitious or excessive salary rates. To counteract this, other forces have sought to impose with respect to the several branches of the civil service restriction after restriction which were primarily designed to prevent malpractice and removals rather than to insure efficient service. This has led to an accumulation of arbitrary limitations and restrictions in the civil service law and practice which has made administration irksome to the competent official, has furnished excuse for failure to the incompetent, and has led to discrimination and inequality where uniformity of treatment is imperative.

Promotion is still largely secured by accident or personal preference. Standards governing the amount, kind or quality

of personal service to be rendered by State employes have not been established. The welfare of an employe after he has obtained an appointment is not considered from the viewpoint of intelligent public service. As a result, an utter lack of what might be termed *esprit de corps* is noticeable in the State government.

The State of New York needs a constructive employment program for its governmental agencies which looks toward the establishment of a permanent expert personnel. This means a fundamental reorganization of the present practice. The outline of such reorganization is the purpose of this report.

## II. CONSTRUCTIVE PROGRAM—SUMMARY OF RECOMMENDATIONS

The recommendations and findings of the Senate Committee on Civil Service may be grouped under the following headings:

**1. Recommendations as to the Modification of the Civil Service Law so as to Include Basic Standards Governing Personal Service:**

(a) Content and Scope of Suggested Code of "Specifications of Personal Service."

(b) Approval of Proposed Standards by Official and Non-official Agencies.

(c) Proposed Regulations Based on Work Standards to Supersede Present Arbitrary Salary Grades.

(d) Proposed Regulations to Govern Salary Increments.

(e) Proposed Regulations to Correct Present Arbitrary Promotional Practice.

(f) Proposed Standards to Effect Definite Savings to the State.

(g) Proposed Standards to Effect Definite Benefits to Employees.

(h) Proposed Schedules to Supersede Titles and Salary Rates of Statutory Positions Other Than the Administrative Posts.

**2. Recommendations as to the Manner and Methods of Applying Such Basic Standards to the Existing Civil Service.**

**3. Recommendations as to Additional Legislative and Administrative Machinery for Purposes of Civil Service Control:**

(a) Establishment of Joint Legislative Committee on Civil Service.

(b) Establishment of Division of Service Records and Standards.

**4. Recommendations as to Changes in the Practice and Procedure of the Civil Service Commission.**

*1. Recommendations as to the Modification of the Civil Service Law so as to Include Basic Standards Governing Personal Service.*

The first step in the improvement of existing irregularities in the civil service is the adoption by the Legislature of basic standards to be applied by the administrative agencies (acting through the Civil Service Commission), in recruiting employees and regulating the conditions of employment, insuring on the one hand adequate returns to the State for its expenditures for salaries and wages, and uniformity of compensation and opportunity for advancement to the employees on the other hand.

A complete and comprehensive code of such basic standards — the primary result of the Committee's investigation — is herewith submitted as Part III of this report under the title "Specifications of Personal Service."



(a) *Content and Scope of Suggested Code of "Specifications of Personal Service."*

This code includes 157 distinct schedules governing a corresponding number of distinctive lines of work conducted by the State government. Each schedule prescribes the basic conditions governing the appointment, promotion and compensation of the employes engaged in the line of work specified. These schedules contemplate the introduction for each line of work of:

Standard titles.

Standard work requirements and duties.

Standard minimum qualifications for appointment, advancement and promotion.

Standard rates of compensation.

It is recommended that this code of specifications, with supporting regulations, be incorporated into the Civil Service Law of the State of New York.

(b) *Approval of Proposed Standards by Official and Non-Official Agencies.*

The methods of investigation have enlisted the co-operative effort of the Civil Service Commission, departments, and other official agencies of the State government who are informed as to employment conditions, as well as private corporations, employes' associations and other non-official agencies which are interested in, affected by or able to advise with respect to, the employment problem.

Practically all of these agencies, which have been consulted, have unqualifiedly approved the proposed program in all or most of its detail. Notably among these are the following:

State Civil Service Commission.

Administrative departments of the State government.

Independent civic agencies, such as the Civil Service Reform Association, Chambers of Commerce, etc.

Private corporations throughout the State.

Employes' associations.

*(c) Proposed Regulations, Based on Work Standards, to  
Supersede Present Arbitrary Salary Grades.*

Under existing law, positions in the clerical and other services are classified and graded according to compensation — twelve grades being defined for this purpose. The first grade covers positions below \$300 per annum, the twelfth grade including positions over \$3,000 per annum.

At the present time there are approximately 71 distinct rates in the clerical service alone which fall within these arbitrary grades, the range being from \$240 to \$5000 per annum.

This system of salary grading does not relate compensation to the value of the work performed; it fails to differentiate one class of employment from another; and does not recognize, for promotional purposes, the natural divisions or grades of each line of employment. Because of the arbitrary character of the present gradation, the system of administering promotions has been equally unscientific and arbitrary, permitting advancement from grade to grade without increase of responsibility or change of duties. This has defeated one of the fundamental purposes of promotional control, namely, to restrict increases in salaries beyond certain limits, except where change of duties, and the shifting of the personnel through competitive promotional examinations are involved.

The proposed classification sets up natural salary grades which are related to definite standards of work. This affords not only a basis for standardizing compensation in relation to the value of work rendered but also a basis for proper promotional control which will recognize the principle of competitive examination.

Under the proposed classification, approximately four grades based upon duties and responsibilities are established for each distinctive line of employment or group within the clerical service, there being an average of but 6 standard salary rates to each grade.

By reason of the fact that the grades of the several groups of the clerical service run parallel, it is found that there are but 36 individual salary rates within the clerical service under the proposed classification as opposed to 71 distinct rates for the same service under the present practice.

*(d) Proposed Regulations to Govern Salary Increments.*

Heretofore increases have borne little or no relation to salaries paid. Clerks, for example, receiving \$900 are usually advanced to \$1,200, an increase of \$300, without a corresponding change of duties. Superintendents of our hospitals, receiving from \$3,500 to \$6,000, uniformly receive an annual increase of but \$100. Other variations as inconsistent and illogical permeate the service.

The Committee has taken the position that the amount of increases should bear a direct relation to salaries paid and should be consistently governed by a uniform standard schedule. In line with this policy and after thorough investigation as to the best practice which obtains in other public or in private employment, the following schedule of salary increments has been adopted in the standard specifications:<sup>1</sup>

For salary ranges of from \$360 to \$1,200, annual increments of \$60 are designated.

For salary ranges of from \$1,200 to \$1,800, annual increments of \$120 are designated.

For salary ranges of from \$1,800 to \$2,400, annual increments of \$180 are designated.

For salary ranges of from \$2,400 to \$3,300, annual increments of \$240 are designated.

For salary ranges of from \$3,300 up, annual increments of \$300 are designated.

*(e) Proposed Regulations to Correct Present Arbitrary Promotional Practice.*

The system of administering promotions which has prevailed in the past has been arbitrary and wasteful in the following respects:

First.—It has encouraged and facilitated wide increases in salary without change of duties or definite increase of responsibility, thus making for an undue and abnormal increase in the cost of each grade of work.

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<sup>1</sup> Owing to certain employment conditions which are peculiar to institutions, this schedule has not been followed in every grade of the Institutional Service.

Second.—Because of the narrow limits within which it has been applied, it has restricted opportunity of competition so as largely to ignore the competitive principle in the making of promotions. Injustice and discrimination have resulted, which explain the unfortunate attitude to-day expressed in the departments toward the system of civil service control.

Third.—Although the present system permits (and has encouraged) wide increases of salary without change of duties, it furnishes no positive assurance of any increase to an employe while engaged in a single grade of work, despite the fact that within limits he becomes increasingly efficient with length of service.

The proposed regulations will lay the basis for correcting these fundamental weaknesses by:

First.—Establishing definite salary grades with related work standards, under an arrangement where advancement from one grade to the next higher grade will necessarily involve a change of duties and competitive examination, and will be possible only where an opportunity for such advancement is made by a vacancy of an existing position or the creation of a new position.

Second.—Applying such standards as far as practicable to the entire State service, thus widening the area of competition so as to include all bureaus and offices (irrespective of their location) where persons with requisite qualifications are employed.

Third.—Establishing for each grade a range of compensation enabling a person without change of duties to receive salary increases commensurate with the extent to which he increases his value through individual merit and seniority of service.

(f) *Proposed Standards to Effect Definite Savings to the State.*

The proposed standards will effect very substantial savings in all Services, except the Institutional Service, and at the same time will establish an adequate and equitable system of advancement.

As already shown, the extent of overpayment amounts to \$380,082.<sup>1</sup>

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<sup>1</sup> See page xiv.

The Statistical Bureau of the Department of Labor<sup>1</sup> made an exhaustive statistical analysis of the annual cost of the proposed schedules of the Clerical Service, which at the present time represents an annual expenditure of \$2,024,089. This analysis shows that the cost for the Clerical Service will progressively decrease, as a result of the proposed plan, during the next five years, the saving over existing schedules for the year 1921 being estimated at \$463,328.<sup>2</sup>

This estimate is confirmed by supplementary and independent analysis made by the examining staff of the Senate Committee on Civil Service.

Progressively increasing savings will accrue from the proposed standards for the other services, with the exception of the Institutional Service.<sup>3</sup> It is estimated that an additional annual saving of \$300,000 over present schedules in other services will result from the application of the proposed schedules at the end of the five-year period. This will effect a total reduction in the annual payroll cost of approximately \$765,000.

*(g) Proposed Standards to Effect Definite Benefits to Employees.*

Despite the fact that savings will accrue to the State, the proposed standards will confer definite benefits upon the employe, opening to him greater opportunity to work out a career on the basis of individual merit; for the savings to the State will accrue from the elimination of fictitious rates of pay and the irregular conditions of employment which are harmful and adverse to the interests of the rank and file of the service.

*(h) Proposed Schedules to Supersede Titles and Salary Rates of Statutory Positions Other than the Administrative Posts.*

In addition to the executive positions (so-called department heads), a large number of miscellaneous positions, clerical, inspec-

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<sup>1</sup> Acknowledgment is made to the Department of Labor for this very valuable contribution to the work of the Committee, which was performed largely out of office hours by Leonard W. Hatch, Chief Statistician, and his assistants. Acknowledgment is also made of the assistance rendered by the Legislative Reference Librarian of the State Library in the preparation of a comparative analysis of Civil Service legislation.

<sup>2</sup> This does not include savings from reorganization of machinery or methods of administration.

<sup>3</sup> This service will cost approximately \$30,000 additional annually.

tional, and others, are specifically defined and provided for by law.

These positions, which do not differ from other authorized employments of the State government, except that often largely through accident they are specifically referred to in the statutes, are embraced within the general plan of employment control provided for in the proposed code of regulations. The result will be not only to correct the irregularities which exist in statutory positions to the same extent as in non-statutory positions, but also to make for a freedom of controlling the incumbents of these posts which does not exist under the existing somewhat narrow and inelastic provision.

It is, therefore, recommended that the non-policy determining statutory positions be brought under the proposed specifications of personal service by appropriate legislation repealing provisions inconsistent therewith.

## *2. Recommendations as to the Manner and Methods of Applying Such Basic Standards to the Existing Civil Service.*

The policy of the Committee as to the manner and methods of applying these specifications to existing employments is outlined on pages xxxvii-xl. This policy is intended to furnish adequate protection to present employes and to create as little disturbance as possible during the process of readjustment.

Further recommendations looking toward the reinstatement of employes whose positions are abolished, and other protection to employes affected by the application of the proposed standards are outlined in Part II.

## *3. Recommendations as to Additional Legislative and Administrative Machinery for Purposes of Civil Service Control.*

### *(a) Establishment of Joint Legislative Committee on Civil Service.*

In order to review the operation of the proposed schedules governing compensation and to advise the Legislature with respect to other employment problems, it is recommended that a joint committee of the Senate and the Assembly be established to complete the standardization inquiry, assist in the installation of the pro-

posed standards, conduct such additional investigations as are necessary with respect to personnel problems and to report to the next Legislature.

The Sage-Maier bill, introduced March 6, 1916, provides for a permanent force to investigate and report upon budget matters. The application of the proposed standard rates would logically be referred to this agency. If this legislation is enacted, as is desirable, the investigative and advisory work of the proposed Joint Committee on Civil Service would be limited to cooperation with the budget agency and to the purely Civil Service features of the standardization program relating to entrance, advancement, the application of service records, transfers, vacancies, and other related problems.

*(b) Establishment of Division of Service Records and Standards.*

No administrative agency now exists, under the law, to enforce the basic standards governing rates of pay. Eventually, these functions should be delegated to the Civil Service Commission in order that responsibility therefor may be concentrated in a single agency so constituted as properly to represent the managerial interests of the State government on the one hand, and the welfare of the employes on the other. The Civil Service Commission should, therefore, be equipped to take over these additional functions under proper regulations; and it is recommended that a Division of Service Records and Standards be created within the Commission charged with the following functions:

First.—Grouping and assignment of positions according to standards adopted by the Legislature.

Second.—The installation of service records and the enforcement of rules and regulations of the Civil Service Commission governing same.

Third.—Formulation and submission to the Civil Service Commission of suggested rules and regulations, consistent with the adopted standards, governing appointments, promotions, transfers, reinstatements, and other related problems.

Fourth.—Investigation of requests for new positions for the purpose of report by the Commission to the Legislature.

4. *Recommendations as to Changes in the Practice and Procedure of the Civil Service Commission.*

A second report to be submitted by the Committee to the Legislature will contain a detailed consideration with constructive proposals of the following subjects:

First.— Conditions surrounding appointment of employes with particular reference to

- (1) Standards of examinations.
- (2) Use of experience factor and methods of rating.
- (3) Method of administering original eligibility.

Second.— Conditions surrounding advancement and promotion, with particular reference to

- (1) Adequacy of standards.
- (2) Use of service records and ratings.
- (3) Recognition of seniority of service.
- (4) Methods of rating examinations.
- (5) Method of administering promotional eligible lists.



### III. POLICY OF THE COMMITTEE WITH RESPECT TO READJUSTMENT AND CLASSIFICATION.

The following statement is made of the policy of the Senate Committee on Civil Service with respect to the manner and method of applying its proposed standards to the salaries and tenure of office of the present employes of the State government:

#### 1. *General Observation.*

Standardization of public employments, as outlined herein, relates to one important question of management: namely, standards of pay and work requirements which are to govern employments, and standards of training, experience and ability which are to govern the recruiting of persons for such employments.

The determination of what work is to be done and what personnel will be required in each of the departments for its operation are two distinct problems of management which are but indirectly related to the standardization of conditions governing the employments.

For this reason, the specifications, as proposed for incorporation into the Civil Service Law, will not, and should not, apply to the existing employes.

It is recognized, however, that the materials developed in the standardization study are valuable in the determination of what work should be done and what personnel should be assigned for that purpose. Furthermore, it is recognized that the legislature, in co-operation with the administrative agencies, should take steps to apply the proposed standards to the existing service and to readjust existing conditions relating thereto as far as the demands of the service and fair consideration of the employes will warrant.

#### 2. *Abolishment of Unnecessary Positions.*

During the standardization inquiry, the examining staff of the Committee have inquired into and reported upon the organization

and procedure of the several departments, bureaus and offices. These reports, which are now being made the subject of conference with the officials of departments affected, reflect a possible saving of \$500,635 through force reduction which will not work fundamental or radical reorganization.

The Committee has deemed the preparation of standards to govern personal service the most important part of its program. It has therefore concentrated its effort upon this work in order to complete a comprehensive code of specifications in time for action at this session of the Legislature. The completion of this code has involved the collection, analysis and interpretation of such a mass of information as to prevent final action by the Committee upon the recommendations of the examining staff respecting reorganizations and force reductions in the various branches of the State government.

Conferences with department heads have already led to agreement on savings which will result in a substantial reduction in the appropriation bill for the ensuing fiscal year. Other recommendations of the Committee's staff on reorganization and force reduction are being submitted informally to the finance committees of the Legislature. The Senate Committee on Civil Service realizes that, as the present session of the Legislature is drawing to a close, the extent to which these recommendations can be incorporated into the next appropriation bill will be limited by the determination of the finance committees as to the need for further investigation and the opportunity therefor.

The estimated saving of \$500,635, above recited, it should be noted, is but a part of a larger saving of \$1,975,514 which the Committee believes is possible through more complete reorganization and simplification of methods which will require a gradual process of readjustment. These further economies for succeeding years can be effected by reducing, if not eliminating, the abnormal increase in the cost of personal service. This has been a substantial factor in the increased cost of government.

The average annual increase in the cost of government, for personal service, for the last four years—1911 to 1915—has been \$1,672,802. The present overload or dead weight indicates that about 50 per cent of this annual increase was unneces-

sary. This Committee believes that any increase in personal service from year to year (by reason of the natural expansion of State activities) can be eliminated during each of the next four years through economies and increased efficiency and output of the existing service, if the responsible administrative officials will commit themselves to a definite and consistent program of simplifying the departmental routine as the opportunity arises.

### 3. *Overpaid Employees.*

The standardization program, it should be recognized, is quite as much for the protection of the personnel as for the protection of the State. For this and other reasons, the Committee is opposed to drastic action in making salary readjustment which would adversely affect employees who have been efficient. If the irregularities existing in the State government today were less flagrant, it would recommend that correct standards be introduced by a process of gradual readjustment and reassignment as new and more important work developed and positions, the incumbents of which are overpaid, become vacant through retirement, dismissal or death of such incumbents.

The present waste, however, represents too substantial an element in the cost of government to warrant such a policy. The Committee, therefore, recommends that immediate steps be taken toward reorganization under an arrangement which will extend a substantial and uniform protection to employees who are now overpaid and who will continue to be overpaid under existing departmental conditions, and that all excess over and above such element of protection should be eliminated.

The Committee's recommendations as to salary readjustments are as follows:

*First.*—Overpaid employees now receiving \$960 or less per annum, who have a record of efficient service, shall not be reduced in compensation.

*Second.*—Overpaid employees receiving in excess of \$960 per annum who have a record of efficient service shall be protected to an amount not exceeding 10 per cent. of the maximum of the grade within which they have been appraised.

The Committee believes that this policy, which will enable overpaid employes to continue to receive an excess of 10 per cent. over and above the maximum amount to which they would normally be entitled, is fair both to the State and to the employe.

However, it is the opinion of the Committee that the working out of readjustments should be made the subject of specific action by department heads or the finance committees of the Legislature. For that reason the bill as submitted looking toward the adoption of standards herein proposed will not apply *ipso facto* to the rates of pay of existing employes. Subsequent action of the Legislature at the time of making appropriations will be required for that purpose.

#### 4. *Underpaid Employes.*

The Committee believes that the proper readjustment should be made with respect to efficient employes who are underpaid according to the proposed standards.

## IV. SIZE AND COST OF INQUIRY.

1. *Size of Inquiry.*

Part II of this report contains a detailed analysis of the scope and methods of the Committee's investigation. This explains the study of standards developed by other cities and agencies,<sup>1</sup> the use of personal service and work record cards to give each employe an opportunity to furnish a picture of his own duties and responsibilities, the manner of conducting field examinations of departments and institutions by the Committee's staff to verify and further expand these descriptive statements, the submission of all descriptive material collected by the Committee to the departments for their review in order to insure accuracy, the holding of conferences with departmental officials in order to give them an opportunity to criticize the Committee's findings and furnish further information or suggestions, the examination of numerous industrial, financial and other private corporations representing the control of hundreds of thousands of professional, engineering and clerical employes, in order to obtain information as to rates of pay and other conditions of employment in private practice, and methods of appraising positions.

Part II shows the extent of the analysis, interpretation and appraisal which the Committee has undertaken, resulting in the preparation of approximately fifteen thousand civil service and work records (one for each employe), the preparation of seventy-five hundred pages of descriptive and critical reports on departmental and institutional organization, the holding of approximately 450 conferences and hearings with departments, etc.

2. *Cost of Inquiry.*

From April 26, 1915, to February 29, 1916, the Senate Committee on Civil Service expended \$30,931.69, distributed by object of expenditure as follows:

1. Personal Service:	
(a) General Administration:	
Technical and clerical.....	\$5,123 19
(b) Investigational Service:	
Organization and instruction....	\$158 77

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<sup>1</sup> New York City has, up to the present time, made the largest contribution to this subject and its methods of classification have been of material assistance to this Committee.

Collection and verification of data.	2,605	14	
Classification of data.....	1,987	76	
Preparation of specifications....	2,523	83	
Preparation of charts and maps of organization . . . . .	748	64	
Appraising employments . . . . .	1,718	03	
Preparation of interim and mis- cellaneous reports . . . . .	74	95	
Preparation and revision of organ- ization reports . . . . .	2,154	34	
			<hr/> \$11,971 46
(c) General Clerical Service <sup>1</sup> .....			8,123 09
			<hr/>
Total salaries and wages.....			\$25,217 74
			<hr/>

## 2. Other than Personal Service:

## (a) Office equipment and supplies:

Equipment . . . . .	\$587	44	
Supplies (stationery, etc.).....	1,224	17	
Work record cards and forms....	636	50	
General printing . . . . .	533	10	
Other expense . . . . .	26	56	
			<hr/> \$3,007 77

## (b) Traveling expense:

## Committee:

Transportation . . . . .	\$432	86	
Subsistence . . . . .	395	11	
Other expenses . . . . .	6	51	
			<hr/> \$834 48

## Staff:

Transportation . . . . .	\$355	74	
Subsistence . . . . .	720	49	
Other expenses . . . . .	109	31	
			<hr/> \$1,185 54

Total traveling expense..... 2,020 02

<sup>1</sup> Includes stenographic service, typing, filing, tabulating and other related clerical work.

## (c) Communication:

Postage . . . . .	\$211 76	
Telegrams . . . . .	28 62	
Telephone . . . . .	192 52	
	<hr/>	\$432 90

(d) Miscellaneous expenses . . . . .		253 26
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Total other than personal service . . . . .		<hr/> \$5,713 95
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Grand total . . . . .		<hr/> <hr/> \$30,931 69
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#### IV. ACKNOWLEDGMENT OF CO-OPERATION IN THE COMMITTEE'S WORK.

Special mention should be made of the valuable assistance furnished the Committee by the Bureau of Municipal Research of New York City. As soon as this work was undertaken the Committee turned to the Bureau as the one agency in this country possessing the qualifications and experience essential for a task of this kind. The response was immediate and generous. Dr. F. A. Cleveland, its director, and Mr. Winfred B. Holton, Jr., assistant director, advised with the Chairman of the Committee as to the best methods of organizing and developing the investigative program. The Bureau loaned to the Committee during the whole period of the work, without cost to the State government, members of its staff who had participated in similar inquiries in New York, Pittsburgh and elsewhere. The investigative work of the Committee has been conducted under the immediate supervision of Mr. Arthur W. Procter of that Bureau. His services in this connection have been very valuable.

As a result of this co-operation, the Committee has capitalized the experiments conducted in salary and grade standardization and related employment problems by cities in the United States, and has been able to prosecute the more important phases of its work to a conclusion in a much shorter time than would otherwise have been possible.

The Committee has also received great assistance from the present Civil Service Commission. The suggestions of Hon. Samuel H. Ordway, president of the Commission, as to changes in the Civil Service Law which time has shown to be desirable, have been particularly valuable, and the Commission as a whole has been generous in its co-operation with this Committee.

Acknowledgment is also made of the co-operation of the State departments<sup>1</sup> which have been affected by this investigation. This co-operation was gratifying not only because of the assistance thereby secured but also because of the indication of a genuine interest on the part of officials and employes in the Committee's work and their desire to see the proposed program adopted.

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<sup>1</sup> See Exhibit III for chart of conferences between the departments and this Committee.



## PART II.

### REPORT IN DETAIL.

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#### I. SCOPE AND PURPOSE OF COMMITTEE INVESTIGATION.

##### 1. *Origin and Purpose of Senate Committee on Civil Service*

The Senate Committee on Civil Service was created at the opening of the 1915 session of the Legislature to take cognizance of all matters relating to the control and regulation of the civil service of the State of New York. The Committee was constituted primarily to study employment conditions in order to formulate a basis for the reclassification of positions and the standardization of salary grades and rates.

For the purpose of reviewing the scope of its problem, the Committee made a preliminary survey, without staff assistance, during the months of January, February and March, which led to the submission of a report under date of April 9, 1915, characterizing the conditions of the State government and requesting an appropriation of \$25,000 with which to make exhaustive investigations.<sup>1</sup>

##### 2. *Authorization and Scope of Present Inquiry*

On the basis of the preliminary report, the Senate adopted a resolution, under date of April 20, 1915, appropriating \$25,000 and authorizing the continuance of the inquiry "with particular reference to salary grades and titles of officials and employes and their respective titles, with a view of determining what changes, if any, should be made in such salaries and grades \* \* \*, and titles of positions, and what, if any, positions should be abolished or changed in the interest of the public welfare."

The Senate Committee on Civil Service considered itself authorized, under the terms of this resolution, to inquire not only into employment conditions, but also the machinery of the government and the administrative procedure.

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<sup>1</sup> This appropriation was supplemented by an additional appropriation of \$10,000 on February 9, 1916.

## II. ORGANIZATION AND METHODS OF STANDARDIZATION INQUIRY.

### 1. *Selection of Staff.*

The members of the examining staff of the Committee were selected from thoroughly equipped accountants, engineers and other technical men with a practical knowledge of methods of public administration and an understanding of studies which had been made looking toward the standardization of public employments.<sup>1</sup>

### 2. *Establishment of Co-operative Relations with Official Agencies.*

For the purpose of facilitating the inquiry co-operative relations were established with the Civil Service Commission and the several executive departments of the State government. Each department designated a departmental representative through whom most of the matters pertaining to the work of the Committee were handled. This representative was in each instance a responsible official in his department and thoroughly versed in departmental affairs and procedure.

### 3. *Outline of Investigative Procedure.*

The investigative procedure looking toward the formulation and classification of grade and salary standards may be considered under the following heads:

- (a) *Development of Preliminary Plan of Classification and Study.*
- (b) *Preparation of Descriptive Data by Departments.*
- (c) *Verification of Data by Senate Committee Examiners.*

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<sup>1</sup> The members of the staff who served the Senate Committee during the inquiry were as follows:

Morris B. Lambie, Senior Technical Examiner.  
 Fred T. Newell, Technical Examiner.  
 A. H. Place, Engineer.  
 H. D. Appleby, Engineer.  
 Samuel Rosenzweig, Accountant.  
 Carl K. Hill, Technical Examiner.  
 Channing E. Sweitzer, Technical Examiner.  
 Norman Thirkield, Technical Examiner.  
 A. W. Lahee, Statistician (part time).  
 H. H. Jones, Technical Examiner (part time).  
 Frank H. Pennington, Technical Examiner (part time).  
 John J. Riley, Clerical Examiner (part time).









- (d) *Study of Experience of State Civil Service Commission in Recruiting and Controlling Employees.*
- (e) *Study of Practice of Private Corporations in Recruiting and Controlling Employees.*
- (f) *Analysis and Interpretation of Public and Private Data so Collected.*

*a. Development of Preliminary Plan of Classification and Study.*

A preliminary study was made for the purpose of determining the general scheme of classification on the basis of which the investigative procedure should be undertaken. This was important in order to determine the kinds of information to be developed, the extent to which such information should be furnished by the departments instead of by the Committee staff through independent examination, and the form in which such information should be classified and presented. This preliminary study included the following steps:

1. Study of representative classification of states, counties and cities of the United States and of foreign governments, with particular reference to those jurisdictions where the subject of employment control has been given special thought and study.

2. Study of the Civil Service classifications and conditions of employment in the State of New York on the basis of existing descriptive material such as —

Civil Service lists and annual reports of the Civil Service Commission.

Descriptive and critical data on personnel published by departments in annual and special reports.

Descriptive and critical data on organization published by investigative agencies, public and private.

3. Formulation of tentative classification of positions, with plan of specifying standard titles, standard duties, standard qualifications and standard rates of pay.

4. Submission of tentative classification to officials of the State government and other persons informed upon the problem as a basis for conference and suggestion.

*b. Preparation of Descriptive Data by Departments.*

The first task of the Committee was to learn what each employe of the State was actually doing. For that purpose forms providing for a complete history of each individual employe starting with his entrance to the service and an accurate picture of the detail of his present employment were furnished to the departments.<sup>1</sup> The headings of the forms and the explanation thereon provided for the setting forth of each employe's duties and responsibilities in such a way that the difficulties, importance, technical requirements and volume of the work could be reviewed and appraised. These forms were filled out by the employe, reviewed by his superior officer and finally verified by the departmental representative acting in conjunction with the Committee's examiner, before submission to the Senate Committee.

Coincident with the preparation of these data, the examiners of the Committee were engaged in the study of existing conditions of departmental organization and an analysis of departmental procedure primarily for the purpose of getting further background with which to verify the individual service and work descriptions furnished as above described.

The independent observations of the examiners were recorded in field notes intended for use as a check and audit on the information furnished on the prescribed forms.

*c. Verification of Data by Senate Committee Examiners.*

Approximately 15,000 work record cards with appropriate explanatory and supplementary data consisting of printed reports, departmental literature, organization charts and other information, were submitted to the Committee during the first three months of its investigation. The staff examiners of the Senate Committee as far as possible made first-hand studies of each employment or group of employments for the purpose of determining the accuracy of statements furnished to the Committee — which statements had already been certified by the proper officials of the department — and supplemented such work by intensive studies of existing organization and procedure.

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<sup>1</sup> See Exhibit 4.



*d. Study of Experience of State Civil Service Commission in Recruiting and Controlling Employes.*

After the tentative distribution had been made of the existing employments of the State government according to the general class and the specific line of work performed, an examination was conducted as to the experience of the Civil Service Commission in recruiting employes for such positions—to the extent that they had come under the control of that agency. This examination was made primarily for the following purposes:

1. To determine the entrance and promotional requirements of training, ability and experience which had been applied to each line and grade of work.

2. To determine appointment and promotion rates of compensation which had been applied to each line and grade of work.

3. To determine the results of the application of such experience requirements and standards of pay.

In this examination and study the departments of the State government furnished information and opinion as to the experience and educational qualifications of persons certified by the Civil Service Commission for the several lines of work.

The entrance and promotional rates of pay were considered in reference to the number of candidates who entered into competition and the comparative results of any differences of practice which had been employed by the Civil Service Commission.

*e. Study of Practice of Private Corporations in Recruiting and Controlling Employes.*

Co-operative relations were established with large representative banking and industrial corporations of the State for the purpose of determining the range of compensation which they allowed for each distinctive line of work, their methods of grading such lines of work according to duties and responsibility, and the specific or average rates which obtained with respect to each grade. Their experience was further sought with reference to the standards of ability, experience and training exacted for each grade and line of work.

This information was secured through intensive field examinations and correspondence. As a result, the Committee was able to focus upon the State employment problem the experience of representative private practice with respect to ninety per cent. of the lines of work being conducted by the State.

*f. Analysis and Interpretation of Data so Collected.*

The descriptive data thus collected and verified relating to the State service were subjected to the process of careful analysis and interpretation. This analysis, on the one hand was for the purpose of learning what was wrong with State employment conditions; on the other hand, to develop a constructive basis of a new classification of salary and work standards.

On the constructive side, the primary elements of work of each employment were carefully analyzed and classified in various ways in order to determine:

1. The number and variety of distinctive lines of work being conducted by the State.
2. The number and variety of employments embraced within each distinctive line of work.
3. The natural grades of responsibility and duties for each line of work through an examination of the primary elements of each employment classified in relation to importance, difficulty of performance, etc.
4. The distribution of rates of salary for each grade of work through an examination of the primary elements of each employment.
5. The extent to which distinctive lines of work embraced within a general function or class possessed common characteristics from the viewpoint of original appointment or advancement.
6. The extent to which the employments within a distinctive line of work possessed peculiar characteristics from the viewpoint of original appointment or advancement which differentiated them from the employments within other distinctive lines of work falling within the same broad class.
7. The extent to which distinctive lines of work falling in a general function or class possessed common characteristics from the viewpoint of compensation.

8. The extent to which employments within a distinctive line of work possessed peculiar characteristics from the viewpoint of compensation, which differentiated them from the employments within other distinctive lines of work falling within the same broad class.

It is on the basis of the conclusions reached as a result of such analyses that the Committee formulated its plan of classification and standards as hereinafter outlined.

### III. PROPOSED CLASSIFICATION AND SPECIFICATION OF GRADE AND SALARY STANDARDS.

#### 1. *General Observation.*

The methods of investigation already described, showed that in order to set up a uniform and equitable basis for the control of salaries and at the same time furnish standards to govern appointment, advancement, promotion and transfer, it would be necessary to group positions according to:

First. Distinctive elements of training and experience governing original appointment.

Second. Distinctive conditions with respect to character and importance of employment governing advancement, promotion and transfers.

Third. Distinctive conditions with respect to character and importance governing compensation.

It was found through analysis and experiment, that the widest unit possible for grouping and differentiating employments from the viewpoint of these essentials was the line of work embracing those primary elements commonly included within such terms as bookkeeping, examining, accounting, nursing, etc.

This was adopted as the basic unit of classification under the term "group." The employments of the State of New York are divided into 157 "groups" representing a corresponding number of distinctive lines of work.

For information and statistical purposes a more general grouping of the employments of the State is made according to the general classification of work, under which — as herein proposed — the above 157 groups are classified in ten functional divisions known as services.

#### 2. *Classification of Services.*

The following is a classification of the proposed services with the distribution of groups (that is, distinctive lines of employment).

Title of service	No. of groups
Executive . . . . .	
Managerial . . . . .	4
Professional and Scientific . . . . .	25
Inspectional . . . . .	14
Investigational and Examining . . . . .	18
Clerical . . . . .	10
Educational . . . . .	10
Institutional . . . . .	39
Skilled Labor . . . . .	34
Labor . . . . .	3

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The Clerical Service, for example, includes the following groups:

Bookkeeper  
 Clerk  
 Employment Agent  
 Interpreter  
 Private Secretary  
 Process Server and Messenger  
 Stenographer  
 Supervisor of Publications  
 Telephone Operator  
 Typist

### 3. *Content and Purpose of Specifications.*

Each group, representing a distinctive line of work, is broken up into its natural divisions according to responsibility and duties called grades. For each grade the standards or conditions governing the employments and standards of ability, experience or training governing the persons who would fill such employments, are specified under the following:

Title of Position  
 Duties — Definition  
 Duties — Examples  
 Qualifications  
 Compensation

Under these captions, in the accompanying code, are set forth for each grade of each line of work or group, the standards which should be applied by the department (acting through the Civil Service Commission) in recruiting, advancing and otherwise controlling employes.

The legal and regulating significance of the several parts of each specification might be briefly characterized as follows:

#### TITLE OF POSITION.

Under the "Title of Position" are enumerated the title or titles used to identify those employments which may be authorized under the respective lines of work and grades. Each title represents an employment sufficiently distinctive from administrative and civil service viewpoint to warrant a separate civil service examination or action. It is contemplated that a person may be authorized to perform the kind and character of work described within the grade only under the titles prescribed.

The theory underlying the selection of titles has been to make titles descriptive of the work performed and to have them relate directly to a distinctive grade of work. Where present titles are descriptive and are appropriate, such titles have been incorporated in the standard specifications.

#### DUTIES — DEFINITION.

Under "Duties — Definition" are specified the requirements of the employment (as distinguished from the entrance and promotional requirements of the employment) in terms of its duties and function, the importance and difficulty of such duties, the supervisory or independent responsibility involved, etc., so as to clearly mark off the limits of one grade of the line of employment from another. The "definition of duties" is intended to furnish the basis for fixing the compensation and at the same time to indicate the scope of the original or promotional examination through which the employe enters the grade.

#### DUTIES — EXAMPLES.

Examples are cited for illustrative purposes only and are not exhaustive. They are intended to assist in the interpretation of

the " definition of duties " by furnishing concrete and well known examples which fall clearly within the grade specified.

#### QUALIFICATIONS.

Under qualifications are specified the standards of ability, experience or training which are exacted as a basis for appointment, original or promotional, to the grade. It is contemplated that the Civil Service Commission will satisfy itself through proper inquiries and investigation as to compliance with these standards.

#### COMPENSATION.

Under compensation is specified the range of salary which will attach to all employments falling within the grade, the limits representing the minimum and maximum rates of pay for the standard of work prescribed.

The rules and regulations governing entrance rates of pay are set forth in the code of regulations supporting the specifications. These regulations contemplate, except where otherwise specified, that entrance to the grade at the minimum rate and advancement from one rate to the next higher rate within the grade after the minimum of one year of satisfactory service.

For the purpose of simplifying accounting and auditing procedure, standard rates divisible by twelve have been established. This will reduce to an appreciable degree the amount of clerical work involved in the preparing and checking of departmental pay-rolls.

#### *4. Proposed Standards to Represent Minimum Requirements, not Maximum Requirements.*

The proposed schedules represent the minimum requirements to be imposed by the Legislature or finance controlling body upon the administrative departments to insure uniform enforcement and administration of civil service principles. The Civil Service Commission as the agency charged with the enforcement of general provisions of the Civil Service Law may add to or supplement the standards by rules and regulations which are not inconsistent with the proposed specifications and provisions contained in the supporting code of regulations.

The establishment of basic standards for salaries and grades through specific legislative enactment separates these standards from the rules of practice and procedure used in applying them. These rules of practice are discretionary with the Civil Service Commission subject only to limitation of consistency with the proposed code of standards. This will make for greater flexibility than now prevails and at the same time will guard effectively against inequality and abuse.

*5. Summary Outline of Proposed Classification of Grade and Salary Standards.*

The following is an outline of the proposed classification of grade and salary standards. This shows in summary form the divisions (called grades) into which each distinct line of work (called groups) is divided for purpose of salary and promotional control, indicating for each grade the standard titles and standard salary rates.



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**PROPOSED CLASSIFICATION OF SERVICES AND GROUPS SHOWING  
GRADES, TITLES OF POSITIONS AND SALARY RATES.**

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# PROPOSED CLASSIFICATION OF SERVICES AND GROUPS SHOWING GRADES, TITLES OF POSITIONS AND SALARY RATES

Symbol	Service	Symbol	Name of group	Grade	Title of position	Salary rates
A	Executive.....	.....	Executive			
B	Managerial.....	1	Department manager.....	I	Deputy commissioner..... Deputy comptroller Deputy secretary of state Deputy superintendent (departmental) Deputy treasurer	The annual compensation of this grade shall be such as may be prescribed by law or designated by department executives
		2	Department secretary.....	I	Department secretary.....	\$2,580-\$5,000
		3	Miscellaneous manager.....	I	Chief of bureau..... Chief of division..... Manager (state insurance fund) Assistant manager (state insurance fund).....	2,340-5,100 2,340-5,100 5,100-6,900 3,060-4,200
		4	Institutional manager.....	I	Assistant superintendent of institution Adjutant (Soldiers' and Sailors' Home) Warden.....	1,200-2,160 with maintenance 1,980-3,900 with maintenance 1,980-3,900 with maintenance 4,200-4,800 with maintenance
				II	Superintendent (institutions)..... State Reformatory, New York Reformatory and Sailors' Home).	1,980-3,900 with maintenance 2,580-3,300 with maintenance 2,580-3,300 with maintenance
C	Clerical.....	1	Bookkeeper.....	I	Assistant superintendent (Eastern N. Y. Reformatory, Napanoch) Bookkeeper..... Bookkeeper (institutional)..... Senior bookkeeper.....	840-1,200 960-1,080 with maintenance 1,320-2,160

2	Clerk.....	I	Page..... Page (institutional).....	360-480 216-268 with maintenance
		II	Junior clerk..... Junior clerk (institutional).....	540-780 480-600 with maintenance
		III	Clerk..... Clerk-stenographer..... Clerk (institutional).....	840-1,200 840-1,200 600-840 with maintenance
		IV	Senior clerk..... Senior clerk-bookkeeper (institutional).....	1,320-1,800 1,080-1,260 with maintenance
		V	Chief clerk..... Principal clerk.....	1,980-2,820
		I	Register of employment.....	900-1,680
		II	Superintendent of employment office.....	1,680-2,340
		III	Director of bureau of employment.....	3,300-4,200
		I	Interpreter.....	960-1,440
		II	Court interpreter.....	1,800-2,340
		I	Private secretary.....	1,800-3,060
		I	Process server.....	900-1,260
			Messenger.....	840-1,080
		I	.....	1,200-1,680
		II	.....	1,800-2,580
		III	.....	3,820-3,540
		I	Junior stenographer..... Junior stenotypist..... Junior stenographer (institutional).....	540-780 420-540 with maintenance
		II	Stenographer..... Stenotypist..... Stenographer (institutional).....	840-1,080 720-900 with maintenance
		III	.....	1,200-1,800
		IV	.....	2,160-2,820
		I	..... ..... ..... (institutional).....	540-1,020 420-540 with maintenance
			Telephone operator.....	

# H.

\* The range of compensation for the groups of the managerial service is wide owing to the variety of responsibility involved. The limits of compensation indicated opposite each grade and group do not necessarily attach to the positions classified thereunder (which is the rule with respect to all other groups). Each position will be made the subject of special appraisal and appropriate rates fixed within the grade on the basis of such appraisal.

## PROPOSED CLASSIFICATION OF SERVICES AND GROUPS--Continued

Symbol	Service	Symbol	Name of group	Grade	Title of position	Salary rates
C	Clarial — Continued.....	10	Typist .....	I II	Junior typist..... Typist.....	\$420-5600 720-1,020
D	Professional and Scientifico..	1	Accountant.....	I II III	..... ..... .....	980-1,320 1,440-2,160 2,340-3,540
				IV	.....	3,900-5,400
		2	Actuary.....	I II	Assistant actuary..... Actuary.....	2,340-3,300 3,600-up
		3	Agonomist.....	I II	Assistant agonomist..... Agonomist.....	1,080-1,680 1,800-3,060
		4	Archeologist.....	I II	Assistant archeologist..... Archeologist .....	1,080-1,680 1,800-3,060
		5	Architect.....	I II III	..... ..... .....	840-1,080 1,200-1,800 1,980-2,580
				IV	.....	2,820-3,900
				V	..... ..... .....	4,200-4,800
		6	Bacteriologist.....	I II III	..... ..... .....	600-840 900-1,140 1,320-1,800
				IV	.....	1,980-3,540
				V	..... (state department of (quarantine)	3,600-up
		7	Biologist.....	I	Biologist.....	2,580-3,300

8	Botanist.....	Assistant botanist..... Botanist..... Plant pathologist.....	I II	1,080-1,080 1,800-3,540
9	Chaplain.....	Chaplain..... Prison chaplain.....	I II	600-1,200 1,980-3,540
10	Chemist and physicist.....	..... .....   chemist .....	I II III	1,080-1,320 1,440-1,800 1,980-3,540
11	Dentist.....	.....	IV	3,300-4,500
12	Director of research.....	Dentist .. Director of the state agricultural experiment station	I I	900-1,200 5,100-5,700
13	Engineer.....	Engineering assistant..... Junior assistant engineer..... Junior assistant civil engineer..... Junior assistant electrical engineer..... Junior assistant mechanical engineer..... Junior assistant sanitary engineer.....	I II  III	720-1,080 1,200-1,800  1,980-2,580
		.....	IV	3,520-3,540
		.....	V	3,900-5,400
		.....	VI	5,700-up

PROPOSED CLASSIFICATION OF SERVICES AND GROUPS—Continued

Symbol	Service	Symbol	Name of group	Grade	Title of position	Salary rates
D	Professional and Scientific — Continued .....	14	Entomologist.....	I II	Assistant entomologist..... Entomologist.....	\$1,080-\$1,680 1,800-3,540
		15	Fish culturist.....	I	Fish culturist.....	3,060-4,200
		16	Forester.....	I II III	Forester..... Assistant superintendent of forests..... Superintendent of forests.....	1,080-1,680 2,160-2,820 3,060-4,200
		17	Geologist.....	I II III	Assistant mineralogist..... Assistant geologist..... Geologist..... Paleontologist Director of natural science and state museum	1,080-1,800 1,080-1,560 1,800-3,060 4,200-5,100
		18	Horticulturist.....	I II	Assistant horticulturist..... Horticulturist.....	1,200-1,800 2,580-3,540
		19	Lawyer.....	I II III	Junior counsel..... Law clerk Associate counsel..... Title examiner..... Counsel..... Deputy attorney-general	1,200-1,980 2,160-3,540 1,800-2,820 3,900-up
		20	Nurse.....	I II III	Nurse, men..... women..... Charge nurse, men..... women..... Supervisor, men..... women..... Hospital matron.....	420-516 360-456 with maintenance 516-588 456-528 with maintenance 630-780 540-690 with maintenance 570-690 with maintenance

		IV	Principal of training school.....	1,020-1,320 with maintenance
			Supervising public health nurse.....	1,140-1,320
21	Pharmacist.....	I	Pharmacist, institutions under 3,000.....	900-1,020 with maintenance
			Institutions over 3,000.....	1,080-1,320 with maintenance
			Prisons.....	1,200-1,440
22	Physician.....	I	Medical interne.....	720-1,020 with maintenance
			Clinical assistant.....	35 per month with maintenance
		II	Assistant physician (psychiatry).....	1,200-1,580 with maintenance
			Assistant physician (general).....	1,200-1,580 with maintenance
			Assistant physician (woman).....	1,200-1,800 with maintenance
			Assistant physician (serology).....	1,560-2,160 with maintenance
		III	Physician (psychiatry).....	1,800-2,160 with maintenance
			Physician (associate in clinical psychiatry) ..	1,980-2,580 with maintenance
			Physician (pathology).....	1,800-2,160 with maintenance
			Physician (general) .....	1,800-2,160 with maintenance
			Physician (rhinologist) .....	1,800-2,160 with maintenance
			Physician (oculist).....	1,800-2,160 with maintenance
		IV	Physician (examiner, bureau of deportation)	2,340-3,300
			Senior physician (psychiatry) .....	2,340-2,820 with maintenance
			Senior physician (general).....	2,340-2,820 with maintenance
			Senior physician (sanitary supervisor).....	2,820-3,300 no maintenance
			Senior physician (medical inspector of factories)	2,340-2,820 no maintenance
			Senior physician (chief associate in neuro-pathology)	2,580-3,900 no maintenance

# PROPOSED CLASSIFICATION OF SERVICES AND GROUPS—*Continued*

Symbol	Service	Symbol	Name of group	Grade	Title of position	Salary rates
D	Professional and scientific— <i>Continued</i> .....	23	Physician— <i>Continued</i> .....	IV	director of psy- chiatric work examiner civil serv- ice	\$3,340-2,530 with maintenance 2,340-2,530 no maintenance 1,980-2,530 no maintenance 2,340-2,530 with maintenance 2,340-3,300 with maintenance 3,300-4,500 no maintenance 3,000-5,400 with maintenance
				V	Senior physician (pathology)..... Senior physician (research medicine-malig- nant pathology-malignant) (general)..... Medical superintendent (psychiatry) Director of psychiatric institute..... Director (division department of health).... Chief medical inspector (quarantine, port of New York) Medical inspector of State hospitals..... Chief medical inspector (industrial)..... Chief medical examiner..... Chief medical inspector (schools)..... Medical secretary (state board of medical ex- aminers) Director bureau of deportation.....	3,600-5,400 with maintenance 3,000-4,500 no maintenance 3,600-4,500 no maintenance 3,000-4,500 no maintenance 3,600-4,500 no maintenance 3,000-4,500 no maintenance 3,600-4,500 no maintenance 4,200-5,100 no maintenance
		23	Statisticians.....	I II III	Junior statistician..... Statistician..... Senior statistician..... Chief statistician.....	1,080-1,500 1,680-2,520 3,000-3,900 3,000-6,000



E	Educational	24	Veterinarian.....	I	Veterinarian assistant.....	900-1,200
				II	Veterinarian.....	1,440-3,200 per diem 7-10
				III	Chief veterinarian.....	2,520-3,200
		25	Zoologist.....	I	Assistant zoologist.....	1,080-1,680
		1	Artist.....	I	Artist (horticulture).....	1,200-1,680
					Artist (museum).....	1,680-1,980
		2	Instructor of the blind.....	I	Instructor of the blind.....	720-900
				II	Senior instructor of the blind.....	1,320-1,800
		3	Curator *	I		1,800-3,200
		4	Educational specialist.....	II	..... (direction) ‡ (examine- (vocational)	2,680-3,200 3,600-4,800
				III		3,100-5,700
		5	Health lecturer.....	I	Health lecturer.....	900-1,560
		6	Institution teacher and lecturer.	I		480-600 with maintenance
					subjects) a)	
				II		360-600 1,080-1,560 with maintenance
		7	Librarian.....	I	Library assistant.....	600-780
				II	Junior librarian.....	840-1,200
				III	Librarian.....	1,320-1,980
				IV	Assistant archivist Senior librarian.....	2,160-2,820
				V	Archivist Director, New York State Library.....	5,100-5,700
		8	Regents examiner.....	I	Regents examiner.....	900-1,320
				II	Senior regents examiner.....	1,440-1,800
					Senior regents examiner (editor)	

\*Standard specifications for appropriate grades within this Group will be established when the scope and importance of the museum activities warrant the creation of positions for this Group.

# PROPOSED CLASSIFICATION OF SERVICES AND GROUPS—Continued

Symbol	Service	Symbol	Name of group	Grade	Title of position	Salary rates
E	Educational — (Continued)	9	Teacher and lecturer *			
F	Investigational and Examining.....	10	Publicity specialist.....	I	Publicity specialist.....	\$1,800—\$2,580
		1	After care agent.....	I	After care agent.....	600—720 with maintenance Where incumbent is re- quired to take charge of after care work of two or more State hospitals for the in- sane 840—960
		2	Bank examiner.....	I	Assistant bank examiner.....	1,800—2,160 per diem 6—7
				II	Bank examiner.....	2,340—3,540
				III	Supervising bank examiner.....	per diem 8—12
					Chief bank examiner.....	3,900—4,500 per diem 13—15
						4,800—5,400 per diem 16—18
		3	Civil service examiner.....	I	Civil service examiner.....	1,440—1,800 per diem 2,50—5
				II	Senior civil service examiner.....	1,980—2,580
					Senior civil service examiner (standards and service records)	
				III	Chief civil service examiner.....	3,300—4,500
					Chief civil service examiner (standard and service records.)	
		4	Examiner of compensation claims	I	Examiner of claims.....	1,080—1,440
				II	Senior examiner of claims.....	1,560—1,980
				III	Referee (compensation claims).....	2,580—3,540
				IV	Chief examiner of claims.....	3,600—4,500
				V	Director of Workmen's Compensation Bureau	4,800—6,000
		5	Examiner of corporation tax....	I	Examiner of corporation tax.....	1,560—1,980

6	Examiner of documents and records	II	Senior examiner of corporation tax . . . . .	2,140-2,540
		III	Supervising examiner of corporation tax . . . . .	2,550-3,300
		IV	Chief examiner of corporation tax . . . . .	3,300-5,100
		I	and records	1,080-1,820
II			and records	1,080-1,440
			cards (mort-	1,030-1,980
				1,440-1,800
				1,560-1,980
III				1,440-1,980
				2,240-3,300
				2,580-3,540
				2,340-3,060
IV				3,600-4,200
				3,300-3,900
				2,820-3,540
				2,100-3,060
I	Industrial code examiner	I		3,600-4,800
		II		1,800-2,340
		III		2,580-3,540
		IV		3,300-5,400
II	Industrial mediator . . . . .	I		1,680-2,160
		II		1,080-1,800
		III		1,320-1,800
		IV		1,080-1,320
III	Insurance examiner . . . . .	I	per diem 5	1,540-1,980
		II		1,800-2,580
		III		1,800-2,340
		IV		2,580-3,300
I	Examiner of local assessments . . . . .	I		3,600-3,900
		II		4,300-4,800
		III		
		IV		
II	Miscellaneous investigator . . . . .	I		
		II		
		III		
		IV		
III	Examiner of municipal accounts	I		
		II		
		III		
		IV		

Standard specifications for appropriate grades within this Group will be established when an institution of learning is placed under the direct control of the Board of Regents and the President of the University of the State of New York.

# PROPOSED CLASSIFICATION OF SERVICES AND GROUPS—Continued

Symbol	Service	Symbol	Name of group	Grade	Title of position	Salary rates
F	Investigational and examining—Continued	13	Parole officer.....	I	Parole officer (male)	\$840-\$1,020 When maintenance is not furnished \$240 will be granted in addition to above rates.
					Parole officer (female)	
				II	Senior parole officer (male).....	1,080-1,560 When maintenance is not furnished \$240 will be granted in addition to above rates.
				III	Chief parole officer.....	1,980-2,340
		14	Referee (transfer tax).....	I	Referee (transfer tax).....	2,320-3,900
		15	Social investigator.....	I	Social investigator (institution).....	part time 1,020-1,980 1,080-1,800
					Social investigator (immigrant labor)	
				II	Supervising social investigator (institution).	
				III	Chief immigration investigator	2,340-3,540
					Chief social investigator (state and alien poor)	3,600-4,500
G	Inspectional.....	16	Special franchise appraiser.....	I	Junior special franchise appraiser.....	1,680-2,340
				II	Special franchise appraiser.....	2,580-3,540
				III	Chief special franchise appraiser.....	3,900-5,100
		17	Transportation agent.....	I	Transportation agent.....	960-1,560
		18	Underwriter.....	I	Underwriting clerk.....	1,200-1,560
				II	Underwriter.....	1,680-2,240
		1	Inspector of bees.....	I	Inspector of bees.....	780
		2	Inspector of buildings.....	I	Inspector of buildings.....	1,200-1,800
		3	Inspector of dairy products and food	I	Inspector of dairy products and food.....	900-1,280
					Instructor in cheese making.....	1,140-1,620

4	Inspector of engineering works...	II	Supervising Inspector of dairy products and food	1,680-2,340
		III	Chief Inspector of dairy products and food...	2,580-3,050
		I	.....	960-1,440
			.....	1,200-1,680
			.....	1,200-1,800
			work	
			(res)	
			i)	
5	Excise inspector.....	I	Excise inspector.....	960-1,200
		II	Senior excise inspector.....	1,320-1,560
		III	Chief excise inspector.....	2,160-3,060
6	Inspector of farms.....	I	Inspector of farms.....	1,800-2,580
7	Fish and game protector, .....	I	.....	840-1,080
		II	.....	1,440-1,680
		III	.....	2,160-3,060
8	Forest ranger and observer . . .	IV	.....	2,300-4,200
9	Industrial inspector.....	I	Ranger.....	per month 60-75
			Observer.....	per month 50-60
		II	Supervising ranger.....	1,440-1,560
		I	.....	1,200-1,560
		II	.....	1,680-1,960
		III	.....	2,340-3,060
		IV	.....	3,300-3,540
		V	.....	4,500-5,000
10	Inspector of mechanical appli- cances and equipment	I	Inspector of gas meters.....	1,080-1,320
			Inspector of electric meters	
		II	Inspector of boilers.....	1,080-1,440
			Inspector of locomotive boilers and equip- ment	1,680-2,580
			Senior inspector of electric meters.....	1,560-2,160
			Inspector of steam and motor vessels.....	per month 225
		III	Chief inspector of stationary boilers and ex- plosives	2,340-3,060
11	Inspector of mines and tunnels...	I	Mine and tunnel inspector.....	1,440-2,160

PROPOSED CLASSIFICATION OF SERVICES AND GROUPS—Continued

Symbol	Service	Symbol	Name of group	Grade	Title of position	Salary rates
G	Inspectional—Continued	12	Miscellaneous inspector . . . .	I	.....	\$1,080-1,320
					"	1,080-1,440
					"	1,080-1,440
					"	1,200-1,560
H	Institutional . . . . . (Maintenance included except where noted)			II	.....	900-1,200
					"	1,800-2,340
				I	Inspector of plant industry . .	900-1,200
				II	"	1,440-1,980
				III	Chief in . . . . .	2,580-3,300
		14	Inspector of public service . .	I	Inspector of telephone traffic . .	1,080-1,200
					Inspector of railroad fire prevention . .	900-1,200
					Transit inspector . . . . .	980-1,440
					Inspector of telephone and telegraph equipment	1,080-1,440
				II	Inspector . . . . .	1,680-2,340
					traffic	
				III	or . . . . .	2,580-3,540
				I	artisan . . . . .	540-600
				II	(carpenter) . . . . .	780-840
					(painter)	
					(tin-smith)	
					(mason)	
				III	Institutional artisan (foreman) . . . . .	840-900
					"	1,080-1,320
				I	.....	312-432
					"	228-324
				II	Charge attendant, men . . . . .	432-616
					women	360-490
				III	Chief attendant, men . . . . .	516-648
					women	430-504
					Chief attendant (transfer agent), men . . . . .	576-648
					women	490-563
					Institutions over 4,000, men . . . . .	648-720
					women	528-600

3	Baker.....	IV	Chief attendant (occupational), men.....	516-600
		V	Attendant, foreman.....	490-516
			Principal attendant.....	600-744
				900-1,200
		I		480-600
		II		680-780
				780-840
4	Institutional blacksmith.....	I		680-780
				780-840
				1,080-1,440
5	Broom, brush and mattress maker.....	II		720-780
			Broom, brush and mattress maker.....	
6	Coachman and chauffeur.....	II	Broom, brush and mattress—foreman.....	1,020-1,300
		I	Coachman.....	480-600
		II		680-780
7	Institutional cook.....	I		300-360
		II	1 cook.....	360-420
		III		480-780
		IV		900-1,140
8	Institutional electrical operator and steam engineman.....	I	Institutional fireman.....	540
			Engineer's helper.....	Additional \$240 per annum for service not less than 12 hours per day
		II	1 electrical operator.....	600-840
		III	1 operator and steam.....	
			1 inmates.....	900-1,020
			1 inmates.....	1,020-1,140
			1 inmates.....	1,140-1,200
			20 inmates (acting as national chief operating.....	900-1,020
		IV	100 inmates.....	1,140-1,200
			acting engineer.....	
			100 inmates.....	1,320-1,440
			100 inmates.....	1,440
			100 inmates.....	1,680

PROPOSED CLASSIFICATION OF SERVICES AND GROUPS—Continued

Symbol	Service	Symbol	Name of group	Grade	Title of position	Salary rates
H	Institutional—(Continued)	9	Institutional electrical worker	I	Assistant institutional electrician	\$800
				II	Institutional electrician	\$780-840
		10	Institutional farmer and gardener	I	I. charge of a piggery	540-600 600-720 540-600
					Garden less than 25 acres	540-600
					Garden 25-40 acres	600-720
					Garden 40-50 acres	720-780
					Female gardener	480-540
					Dairymen	
					In charge of 100 cattle	600-660
					In charge of more than 100 cattle	720-780
					Florist	660-720
				II	Poultryman	480-600
					Head farmer	720-1,020
						Where more than 150 acres are under cultivation, add \$120.
						Where more than 1000 acres are under cultivation: 1440-1690
		11	Institutional fire warden	I	Institutional fire warden	600-660 no maintenance
		12	Foundry worker	I	Foundry worker (foreman)	1,080-1,440 no maintenance
		13	Furniture maker	I	Furniture maker (foreman)	1,080-1,440 no maintenance
				II	Furniture maker (head foreman)	1,680-1,980 no maintenance
		14	Guard	I	Junior guard	540-600
				II	Guard	780-1,200 no maintenance



15	Housekeeper and matron...	III	Assistant principal keeper.....	1,320-1,560 no maintenance
		IV	Principal keeper.....	no maintenance
		I	Housekeeping assistant.....	228-300
		II	Housekeeper.....	360-480
		III	.....	480-540
		IV	..... \$ 100 male em- ; less than 100 ..... rice	480-600 420-540 900-1,200
16	Instructor in handicrafts...	I	Instructor in baking.....	720-780
			Instructor in barbering.....	600-720
			Instructor in blacksmithing.....	640-800
			Instructor in bookbinding.....	
			Instructor in bricklaying and masonry.....	
			Instructor in carpentry.....	
			Instructor in clay moulding and wood carv- ing.....	
			Instructor in cooking.....	420-540
			Instructor in dressmaking.....	
			Instructor in electrical work.....	840-900
			Instructor in floriculture.....	720-780
			Instructor in.....	
			Instructor in.....	840-900
			Instructor in.....	720-780
			Instructor in.....	840-900
			Instructor in..... sewing	
			Instructor in printing.....	
			Instructor in sewing.....	420-540
			Instructor in shoemaking.....	720-780
			Instructor in stone cutting.....	840-900
			Instructor in tailoring.....	
			Instructor in tinsmithing.....	
			Instructor in upholstering.....	720-780
			Trades school director.....	1,560-1,800
			Instructor in military training.....	1,080-1,440
17	Instructor in military training	I		

# PROPOSED CLASSIFICATION OF SERVICES AND GROUPS—Continued

Symbol	Service	Symbol	Name of group	Grade	Title of position	Salary rates
H	Institutional—Continued..	18	Institutional laboratory assistant.	I	Institutional laboratory assistant.....	\$480-\$600
		19	Institutional laborer.....	I	Institutional laborer.....	235-433
		20	Laundrer .....	I	.....	380-420
				II	.....	480-600
				III	.....	720-780
					.....	780-840
					.....	840-900
21		Lumberman	I	Lumberman—foreman.	.....	1,080-1,200 no maintenance
22		Institutional machinist	I	Institutional machinist..	.....	840-960 no maintenance
			II	Institutional machinist—foreman	.....	1,080-1,440 no maintenance
23		Institutional marine worker.	I	Assistant institutional dock master.....	.....	540-600
			II	Institutional dock master.....	.....	840-960
				Assistant institutional marine engineman.....	.....	780-840
				Institutional mate.....	.....	540
				Institutional marine fireman.....	.....	Additional \$240 for serv- ices of not less than 12 hours per day. 1,440-1,560 1,020-1,080
			III	.....	.....	960-1,080
				.....	.....	1,440-1,560
24		Meat cutter	I	Junior meat cutter.....	.....	480-600
			II	Meat cutter Institutions 800-2,000 inmates..... Institutions over 2,000 inmates .....	.....	720-780 780-840

25	Miscellaneous institutional worker	I	Institutional watchman..... Barber..... Coffee roaster.....	540-600 540-600
26	Musician.....	I II	Musician..... Band master.....	300-600 780-900
27	Institutional photographer.....	I II	Institutional photographer..... Berillon photographer.....	540-600 1,200-1,500 no maintenance 600-900
28	Instructor in physical culture.....	I	Instructor in physical culture.....	360-480
29	Institutional plumber and steam-fitter	I II III	Institutional plumber and steamfitters' helper ..... ..... ..... plumber and steam- ..... ..... or	540-600 900-960
30	Institutional printer and book-binder	I II III	Press feeder..... Binder's helper..... Institutional printer..... Bookbinder..... Ruler..... Compositor..... Institutional printer -- foreman.....	300-372 780 1,080-1,320
31	Institutional seamstress.....	I II	Institutional seamstress..... Clothing caretaker.....	360-420 480-600
32	Shoemaker.....	I II III	..... ..... .....	540-600 680-780 1,080-1,320
33	Soap maker.....	I II	Soap maker..... Soap maker -- foreman.....	540-600 1,080-1,200 no maintenance
34	Steward.....	I II III	Junior steward..... Institutions less than 300 inmates..... Institutions 300-400 inmates..... Institutions 400-800 inmates..... Institutions 800-1,500 inmates..... Assistant steward..... Steward.....	900-1,200 1,200-1,320 1,320-1,440 1,440-1,560 1,200-1,500 1,800-2,580

# PROPOSED CLASSIFICATION OF SERVICES AND GROUPS—Continued

Symbol	Service	Symbol	Name of group	Grade	Title of position	Salary rates
B	Institutional—Continued	35	Storekeeper..	I	Storekeeper Institutions less than 300 inmates. Institutions 300-400 inmates.	\$440-8540 540-600 600-660 660-840 840-1,020 1,020 1,440-1,560
		36	Superintendent of industries.....	I	Su	2,820-3,540 no maintenance
		37	Institutional tailor.....	I II III	At In In	480-600 660-780 1,080-1,440 no maintenance
		38	Textile worker.	I	Pc Pc Pc Pc Pc Pc Hc	1,080-1,440 no maintenance
J	Skilled labor	39	Wagonmaker.....	I II	Wagonmaker Wagon works—foreman	1,080-2,100 720-840 1,680-2,160 no maintenance
		1	Animal husbandry.....	I II	Poultryman Dairy foreman Poultry foreman	840-960 1,200-1,800
		2	Artisan foreman..	I	..... and repairs (bridge)	1,200-1,440
				II	General artisan foreman. Superintendent of repairs	1,680-2,100

3	Blacksmith.....	II	Blacksmith and machinist helper.....	640-660 per diem 2-2.50
			Blacksmith.....	840-1,140 per diem 3-4
4	Bricklayer.....	I	Bricklayer.....	1,200-1,560 per diem 4-5.50
5	Carpenter.....	I	Carpenter's helper.....	540-660
			Carpenter.....	per diem 2-2.50
		II	Carpenter.....	900-1,320 per diem 3-4.50
6	Chauffeur.....	I	Chauffeur (passenger motor cars) Motor truck driver.....	960-1,440 960-1,140
7	Chauffeur examiner.....	I	Chauffeur examiner.....	1,320-1,560
8	Cook.....	I	Cook.....	monthly 15-50
		II	Chef.....	per diem 4-5
9	Diver.....	I	Diver's helper.....	720-960
			Diver.....	per diem 2.50-3
				960-1,260
10	Electrician.....	I	Wireman.....	840-1,140
			Lock operator	
		II	Electrician.....	1,200-1,560
			Assistant lock master	
11	Electrical operator and steam engine man	I	Assistant electrical operator and steam engine man	840-1,080
		II	Fireman of boilers.....	840-1,020
			Electrical operator and steam engine man...	1,140-1,440
12	Elevatorman.....	I	Elevatorman.....	720-960
13	Exhibit worker.....	I	Exhibit worker.....	720-900
14	Fish hatchery foreman.....	I	Fish hatchery foreman.....	960-1,140
15	Florist and gardener.....	I	Florist and gardener.....	960-1,200
16	Janitor.....	I	Janitor-custodian.....	840-1,320
17	Machinist.....	I	Blacksmith and machinist helper.....	540-660 per diem 2-2.50
		II	Machinist.....	900-1,440 per diem 3-5

PROPOSED CLASSIFICATION OF SERVICES AND GROUPS—Concluded

Symbol	Service	Symbol	Name of group	Grade	Title of position	Salary rates
J	Skilled labor—Continued...	18	Marine worker.....	I	Marine fireman.....	\$720 \$1,140
					Dredge operator.....	per diem 2.50 4
				II	Mate.....	900 1,560
					Captain.....	1,320 1,560
					Marine engineer.....	900 1,560
		19	Maritime health guard.....	I	Pilot.....	840 1,080
					Maritime health guard.....	
		20	Miscellaneous skilled laborer....	I	Miscellaneous skilled laborer.....	720 1,440
						per diem 2.25 5
		21	Nursery foreman.....	I	Nursery foreman.....	720 960
		22	Painter.....	I	Painter.....	720 1,140
					Foreman painter.....	per diem 2.50 4
				II		1,140 1,320
						per diem 4 4.50
		23	Photographer.....	I	Photographer.....	960 1,320
					Photographer, subterranean.....	1,800 2,940
		24	Plumber and steamfitter.....	I	Plumber's helper.....	540 660
					Steamfitter's helper.....	per diem 2 2.50
					Plumber and steamfitter's helper.....	
				II	Plumber.....	900 1,440
					Steamfitter.....	per diem 3 5
					Plumber and steamfitter.....	
		25	Preparator.....	I	Preparator.....	840 1,200
		26	Printer.....	I	Apprentice to compositor.....	600-720
				II	Compositor (examination papers).....	1,200 1,560
		27	Seamstress.....	I	Seamstress.....	480-640
						per diem 1.75-2
		28	Sheet metal worker and roofer..	I	Roofer's helper and rigger.....	900 1,080
						per diem 2.75 3 50



#### IV. SAVINGS AND BENEFITS TO ACCRUE FROM THE APPLICATION OF THE PROPOSED STANDARDIZATION PROGRAM

##### 1. *Savings to the State.*

The adoption of the proposed standardization program will effect large economies for the State of New York and at the same time offer a larger opportunity for advancement to the employee. This conclusion is based upon (1) a detailed comparative analysis of the operation of the present and proposed schedules during the next five years, as hereinafter outlined, (2) the results of the application of the tentative standards to the present Civil Service (showing overpayment of \$380,082), and (3) general estimates as to the results of the operation of the schedules (other than the Clerical Service) based upon significant facts of the present practice.

The aggregate amount of overpayment and underpayment, as shown by a careful and minute appraisal of the existing employments according to proposed standards, is as follows:

Service	Overpayment	Underpayment
Clerical . . . . .	\$195,535	\$19,976
Professional and Scientific . . . . .	81,184	40,687
Inspectional . . . . .	34,664	5,620
Investigational and Examining . . . . .	36,456	5,226
Other services . . . . .	32,243	11,541

This shows a net overpayment in the Clerical Service of \$175,559. The result of the detailed analysis of the operation of the proposed schedules during the next five years shows that the cost for the Clerical Service will progressively decrease, as a result of the proposed plan, during each year of this period, the saving over existing schedules for the year 1921 being estimated at \$463,328. This saving is over and above the amount of present overpayment, \$175,559, which it is estimated will be gradually absorbed and eliminated during that period.

The prevalence of overpayment in other services indicates that the average rates will progressively decrease, although not to as



marked a degree as in the Clerical Service, during each of the next five years, at the end of which period it is believed sound standards will be restored. Using the present ratio of overpayment as the basis for judgment, it is estimated that the aggregate saving in other services from the application of the proposed schedules over the existing schedules in the year 1921 will approximate \$300,000.

The saving to be had from the abolishment of positions is, of course, not included in this estimate.

The results of the standardization of salaries in Chicago in 1910 confirm the forecast with respect to the operation of the New York State program. In that city the average rates of pay progressively increased in four of the six services of the city government during the years 1911 to 1915. The increases for each of three services, however, were much less than the increases which marked the prevailing rates of salaries and wages in private practice during this period. Hence, even with respect to those services in which a slight increase was felt, the city has properly claimed an economy. In the clerical and supervising services, marked savings were effected as a result of the following reductions in average annual rates:

Class	1911	1912	1913	1914	1915
Clerical . . . . .	\$1216	\$1223	\$1222	\$1208	\$1184
Supervising . . . . .	1354	1408	1383	1268	1297

In one service — the library service — there was a marked increase during this five-year period, viz., from \$678 to \$906, because of abnormally low rates which prevailed in this service. The library service consisted of but a comparatively small group of employees, and did not materially affect the total.

## 2. *Benefits to the Employees*

Despite the substantial saving to the government through the adoption of uniform standards direct benefits will accrue to the employees in terms of greater opportunity for advancement than is possible under the present unstandardized conditions. These benefits accrue from the fact that fictitious rates of pay and other

irregular conditions of employment operate generally against the efficient and ambitious employe. Unnecessary positions and sinecures, which prevail today, cannot exist under a proper enforcement of the proposed program and a part of the saving therefrom would be made available to the efficient employes who carry the burdens of the work.

Here again the experience of Chicago in the application of standards confirms the Committee's statements. All automatic increases, based upon satisfactory service, were granted during the year 1915 — an almost unprecedented event in city government. The city attributed to the accomplishments of the standardization program its ability thus to reward officers and employes.

Benefits accrue to both the State and the employe from the following factors:

First.— The establishment of a basis for fixing salary rates in relation to work values, thereby eliminating several thousand fictitious rates of pay.

Second.— The establishment of standard titles, thus eliminating hundreds of fictitious civil service titles and working designations which make confusion and friction in the performance of work.

Third.— The establishment of standard factors of education or experience for each class and grade of employment, prescribing conditions which must be met by persons before appointment.

Fourth.— The establishment of standard work requirements for each class and grade of employment, prescribing conditions which must be met or conformed to after appointment.

The indirect saving from the standardization program has not been mentioned. This result, though less tangible, is quite as important as the direct economy to the State on the one hand and the direct benefit to the employe on the other. It is expressed in the higher individual and group output which results in any public or private organization, when employment conditions are made attractive. This is essentially the objective of the standardization program.

3. *Summary of Cost of the Clerical Service Under Present and Proposed Schedules with Resultant Savings as of January 1, 1916, and January 1, 1921.*

Computations for a comparison of the cost of the Clerical Service in twenty-six of the State departments<sup>1</sup> under the present schedule, and the estimated cost of the same service under the proposed schedule, as applied on January 1, 1916, and January 1, 1921, have been made at the request of the Committee by the Bureau of Statistics of the Department of Labor. This study shows:

First. There are at present 1677 positions in the Clerical Service in these departments, exclusive of those which the Committee has recommended for abolishment.

Second. The total annual cost of these positions, under the present schedule, is \$2,024,089, or an average salary of \$1207.

Third. The total annual cost of these positions, appraised under the proposed schedule, is \$1,843,020, or an average of \$1099.

Fourth. This represents an immediate annual saving of \$181,069, or 8.9 per cent. of the total present cost. (The appraisals of the Committee show that two hundred and ninety of the positions referred to would be decreased with a total salary decrease of \$108,205 and that two hundred and fifty-seven would be increased with a total salary increase of \$21,876.)

Fifth. On the basis of normal growth, as shown by past experience, statistics indicate that there will be 1976 positions in the Clerical Service in these departments on January 1, 1921.

Sixth. On the basis of the present practice the total annual cost of these positions would be \$2,505,568, or an average salary of \$1,268.

Seventh. The total estimated annual cost of these positions under the proposed schedule would be \$2,042,242, or an average salary of \$1034.

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<sup>1</sup> The major state departments were studied and in these there were on January 1, 1916, approximately 90 per cent. of the total Clerical Service of the State.

Eighth. This represents an estimated saving for 1921 of \$463,328, or 18.5 per cent. of the cost on the basis of the present practice.

These results are shown in summary form in the following schedule:

Number of positions in 1911, 577; total salaries, \$1,004,730; average salary, \$1,146.  
 \* Decrease.  
 † Increase.

#### 4. *Cost of Protection of Present Clerical Employees Who Are Rendering Efficient Service.*

As pointed out in another part of this report those employees who are rendering efficient service should be protected within certain limits. According to the policy outlined by the Committee seven hundred and ninety-three of the above clerical positions in 1916 will receive protection, to the extent of \$94,742. This will make the total cost on January 1, 1916, \$1,937,762, or an average salary cost of \$1156. As pointed out the estimated savings on January 1, 1916, according to the proposed schedule, would be \$181,069. Thus the net saving will be \$181,069 minus \$94,742 (the cost of protection) or \$86,327.

The estimated saving of \$463,328 on January 1, 1921, will not be affected by any cost of protection, inasmuch as it is fair to assume that the protection proposed at present would have been absorbed in regular salary increases.

#### 5. *Methods of Analyzing Cost of Clerical Schedules.*

In conducting this study the following information was used as a basis for determining the conclusions in regard to estimated cost and savings:

First.—Number of positions in the Clerical Service on January 1, 1911, January 1, 1913, and January 1, 1915, with total cost distributed by groups, grades and rates, on the basis of proposed schedules. In this connection the "civil lists" for the above years were studied and all clerical positions tabulated.

Second.—Number of separations in the Clerical Service, during each year from 1911 to 1915, inclusive, by groups and grades, on the basis of proposed schedules. In order to obtain the rate of separation, the index cards on file in the State Civil Service Commission showing the history of each civil service employe in the Clerical Service were reviewed, and all cases of resignations, deaths, removals and leaves of absence of over six months, during the years 1911 to 1915, inclusive, were noted on the basis of the proposed salary groups and grades. From these figures an annual rate of separation was obtained.

Third.— Enlargement of the activities of the State government, with resultant increase in the clerical force. The estimated increase in activity was obtained by a comparison of the total number of positions in the State by years from 1911 to 1915. This figure was modified after consultation in order more accurately to determine what the status would be in 1921 under normal conditions of increase.

Fourth.— Rate of advancement and promotion of clerical employes on the basis of efficient service. The rate of advancement to higher salary rates or promotion to a higher salary grade was decided upon, on the basis of opinions expressed by the heads of State departments, past experience and the experience of other civil systems of a comparable character.

Fifth.— Number of positions in the Clerical Service on January 1, 1916, with the Committee's salary appraisal by groups, grades and rates on the basis of proposed schedules.

#### 6. *Analysis of Cost of the Clerk Group Under Present and Proposed Schedules.*

The Senate Committee Staff conducted an independent study of the cost of applying the proposed Standard Specifications to employes in the Clerk Group of the Clerical Service in the same departments used in the analysis made by the Bureau of Statistics of the Department of Labor. The conclusions reached after this study corroborate the findings shown above.

In this study, the cost of a normal distribution of employes in the first four grades of the Clerk Group was calculated on the basis of present conditions and the number of promotions and separations during the past five years. In brief, this analysis indicates that in the first four grades of the Clerk Group:

There are at present 888 positions, representing a total annual salary cost of \$1,053,600, or an average salary of \$1,185.81.

On the basis of a normal distribution of these employes under the standards proposed by the Committee, these 888 would involve an annual expenditure of \$820,000, or an average salary of \$932.50.

Thus the application of these standards represents an estimated saving, under the normal distribution, of \$233,600, or 22.2 per cent. of the cost under the present practice.

Since this 22.2 per cent. saving would take place only after the proposed standards have been applied during a sufficient period to allow for a normal distribution, it is reasonable to assume, as is the case in the preceding study, that the protection allowance would be absorbed through regular increases and therefore need not be considered.

As pointed out in the study by the Bureau of Statistics of the Department of Labor the percentage of saving for 1921 would be 18.5 per cent. for the whole Clerical Service. The 22.2 per cent. saving estimated by the Senate Committee applies only to the Clerk Group, the group in which there would naturally be a greater saving than in the other groups of the Clerical Service.



## V. ANALYSIS OF EMPLOYMENT PROBLEMS, WITH PARTICULAR REFERENCE TO GENERAL STANDARDIZATION PROPOSALS.

The proposed standardization program has primary reference to two distinct though related questions of employment control as follows:

First.—Those questions which relate to the establishment of positions, fixing rates of pay and other conditions governing same.

Second.—Those questions which relate to the manner and method of recruiting employes for such positions and regulating their conduct while in the service.

It will therefore be desirable to consider the present and proposed practice in regard to the manner and methods of establishing positions and of recruiting and controlling employes.

### 1. *Manner and Methods of Establishing Positions.*

Up to the present time no formalized procedure has obtained in the establishment of new positions. Requests upon the Legislature as the appropriating and finance controlling body, may originate in any number of sources and be cleared through various channels.

The State government is at the present time organized into approximately one hundred and fifty departments or independent establishments. Under the present practice responsible officials in each of these departments reach independent judgment as to functions or work which shall be initiated or further developed, and make requests upon the Legislature for necessary appropriations to cover the other positions thought to be necessary. The administrative branch of the government maintains no staff or centralized agency with which to pass upon the reasonableness of the requests.

The Legislature, in taking final action, is advised by the finance committees of the Senate and the Assembly, but these committees have not in the past been equipped with staff assistance which has enabled them to review adequately the considerations which supported the requests, or to investigate the conditions which should govern the establishment of the positions, if necessary.

This briefly characterizes the fundamental weakness in the present control over the development and growth of the State's highly decentralized administrative agencies.

Pressure has been continuously exerted upon the Legislature to expand and to make more costly the organization and work of each of the one hundred and fifty units of the State government, but no provision has been made adequately to check this pressure and prevent hasty or illadvised action. The State government lacks a centralized investigative and advisory agency which would initially pass upon the need for new positions and defer action by the Legislature until all the pertinent facts had been developed and interpreted.

The effect of this lack of control has been evidenced in four ways, as follows:

- (a) Establishment of Unnecessary Positions.
- (b) Irregularity in Compensation for Work of Similar Grade and Character.
- (c) Irregularity and Rapidity of Salary Increases and Promotions.
- (d) Irregularity of Titles for Work of Similar Grade and Character.

*(a) Establishment of Unnecessary Positions.*

The following table shows the increase in the number of State employes (exclusive of laborers) and the expenditure therefor during the four years, 1911 to 1915:

DIVISION	As of JANUARY 1, 1911		As of JANUARY 1, 1915		INCREASE — 1915	
	No. of posi- tions	Expenditure	No. of posi- tions	Expenditure	No. of posi- tions	Increased Expenditure for all positions
Departments . . . . .	4,499	\$6,626,678 90	7,455	\$11,774,267 55	2,956	\$5,147,588 65
Hospitals <sup>1</sup> . . . . .		2,452,390 41		3,004,723 05		552,332 64
Prisons <sup>2</sup> . . . . .	17,468	377,638 24	17,638	610,886 10	170	233,247 86
Charitable institu- tions and re- formatories <sup>2</sup> . . . . .		852,380 00		1,189,015 07		336,835 07
Courts . . . . .	645	2,327,293 00	723	2,651,300 00	78	324,007 00
Normal schools . . . . .	421	384,519 00	441	481,919 00	20	97,400 00
Total . . . . .	13,033	\$13,020,899 55	16,257	\$19,712,110 77	3,224	\$6,691,211 22

<sup>1</sup> Includes all institutions (hospitals, prisons, charitable institutions and reformatories).

<sup>2</sup> Expenditure figures obtained from Comptroller's annual reports; all other figures obtained from the Civil Service Commission's annual reports.

The following facts in this table will be noted:

The total expenditure increased \$6,691,211.22, or 51 per cent. over the cost in 1911.

The total number of positions increased 3,224, or 25 per cent. over the number of positions in 1911.

The cost of the administrative departments increased \$5,147,588.65, or more than 77 per cent. over the 1911 cost for these departments.

This increase in the cost of the administrative department represents almost 77 per cent. of the entire increase in the cost of the State government during this period.

This increase is due in part, of course, to logical expansion of the State activities — the assumption of new and the further development of existing functions. An additional factor however, and of no small importance in the increased cost is the customary or traditional growth from year to year which has proceeded with little or no reference to the logical demands of the service, made possible under the method of creating positions, as above described.

The reports on departmental organization and procedure which have been developed by the Committee's staff along with the study of employment problems point out concretely the extent to which the present administrative machinery is encumbered with unnecessary positions.

These reports itemize those positions which can be abolished without affecting, to any appreciable extent, the present methods of administration and without any impairment of efficiency. These positions have to do with duplication of work between offices and bureaus or the performance of obviously unnecessary work. According to these reports these savings, aggregating \$500,635 are immediately available from the abolishment of these positions, and may be distributed, by services, as follows:

Managerial . . . . .	\$10,500
Professional and Scientific . . . . .	179,000
Clerical . . . . .	165,655
Inspectional . . . . .	43,200
Investigational and Examining . . . . .	70,800
Other Services . . . . .	31,480

In addition to the foregoing savings these reports point out wherein further and larger savings can be accomplished through more fundamental change of existing methods of administration.

These further recommendations involve an additional saving of \$1,474,879.

The departments affected by these conclusions would require time for reorganization and readjustment before any reduction by reason thereof, can be made in their appropriations. As already pointed out, limitations of time have prevented the Committee from reviewing and acting upon these reports except by conference with department heads. The work along this line will be pursued if the Committee is continued as recommended.

*(b) Irregularity in Compensation for Work of Similar Grade and Character.*

From the viewpoint of civil service control the irregularities of existing rates of pay for the same grade and character of work represent perhaps the condition of the civil service which tends most to disrupt and disorganize the State machinery. A most conclusive analysis of the existing rates of pay is summarized in a comparative classification of the present rates and proposed standards contained in Part V of this report. This crystalizes the results of the investigation of the rates of pay which have been applied in this State.

One column of this classification shows each line of work of the State government, divided into appropriate grades, with the proposed standard rates for each grade.

A parallel column shows the variety of titles and rates under present practice for each grade, which is comparable to that shown in the first column.

The following is a summary of this classification showing in parallel columns the present and proposed titles, rates and grades of compensation for each grade and line of work:

**COMPARATIVE TABLE, SHOWING BY GROUPS THE NUMBER OF  
DISTINCTIVE TITLES AND SALARY RATES, AND THE RANGE  
OF COMPENSATION UNDER THE PRESENT AND PROPOSED  
CLASSIFICATION**

LINE OF WORK (Proposed group)	PROPOSED CLASSIFICATION			PRESENT		
	Num- ber of distinctive titles	Num- ber of distinctive rates within groups.	Range of compensa- tion	Num- ber of distinctive titles	Num- ber of distinctive rates within groups.	Range of compensa- tion
<b>MANAGERIAL</b>						
1. Departmental manager...	5	†.....	Rates pre- scribed by law or de- partment executive.	7	8	\$3,000-\$6,500
2. Departmental secretary...	1	12	\$2,580-6,000	4	6	3,000-6,000
3. Miscellaneous manager...	4	17	2,340-6,900	15	11	2,700-7,000
4. Institutional manager....	8	18	1,200-4,800	7	8	1,200-5,000
Total.....	18	*25		33	*22	
<b>CLERICAL</b>						
1. Bookkeeper.....	2	13	840-2,160	22	20	600-4,250
Bookkeeper, institutional.	1	3	1960-1,080	4	8	1540-1,260
2. Clerk.....	7	24	360-2,820	249	61	240-5,000
Clerk, institutional.....	4	14	1216-1,260	25	16	1300-1,500
3. Employment agent.....	3	18	900-4,200	6	6	720-4,200
4. Interpreter.....	2	10	960-2,340	3	4	900-1,500
5. Private secretary.....	1	7	1,800-3,060	5	5	2,000-4,000
6. Process server and mes- senger.....	1	7	840-1,260	9	5	840-1,500
7. Supervisor of publication.	3	15	1,200-3,540	6	6	1,810-4,100
8. Stenographer.....	10	19	540-2,820	44	44	300-3,000
Stenographer, institutional	1	5	1420- 540	8	26	1360- 960
9. Telephone operator.....	1	1	540-1,020	6	7	480-1,200
Telephone operator, insti- tutional.....	1	3	1420- 540	3	8	1300- 600
10. Typist.....	2	11	420-1,020	11	9	360-1,200
Total.....	39	*36		401	*71	
<b>PROFESSIONAL AND SCIENTIFIC</b>						
1. Accountant.....	7	22	960-5,400	22	18	1,080-4,500
2. Actuary.....	2	6	2,340-3,600	3	2	5,000-6,000
3. Agronomist.....	2	13	up 1,080-3,060	2	2	1,200-2,500
4. Archeologist.....	2	13	1,080-3,060	1	1	1,300
5. Architect.....	6	23	840-4,800	9	16	1,000-5,000
6. Bacteriologist.....	8	21	600-3,600	11	12	700-4,000
7. Biologist.....	1	4	up 2,580-3,300	1	1	2,500
8. Botanist.....	3	15	1,080-3,540	5	4	1,400-3,000
9. Chaplain.....	2	9	600-2,340	2	6	600-2,000
10. Chemist and physicist....	9	13	1,080-4,500	22	19	600-3,000
11. Dentist.....	1	4	900-1,200	2	2	600-900
12. Director of research.....	1	3	5,100-5,700	1	1	5,000
13. Engineer.....	27	34	1,720-5,700	75	38	720-20,000
14. Entomologist.....	2	15	up 1,080-3,540	4	4	900-2,400
15. Fish culturist.....	1	5	3,060-4,200	1	1	4,000
16. Forester.....	3	15	1,080-4,200	4	6	1,080-4,000
17. Geologist.....	4	18	1,080-5,100	9	6	1,200-4,500
18. Horticulturist.....	2	11	1,200-3,540	2	4	1,400-3,500
19. Lawyer.....	3	15	1,200-3,900	26	21	1,800-10,000
20. Nurse.....	6	23	up 1360-\$1,320	17	30	1360-\$1,200
21. Pharmacist.....	1	8	a900-1,440	2	4	600-1,500
22. Physician.....	35	25	a720-5,400	36	33	540-6,000
23. Statistician.....	6	22	1,080-6,000	11	7	1,500-4,000

† Rates prescribed by law or department executive.

\* Number of distinctive rates within the service. (In obtaining this total, rates which were duplicated in the several groups were counted only once.)

† With maintenance.

\* Some positions grant maintenance and others do not.

## COMPARATIVE TABLE—Continued

LINE OF WORK (Proposed group)	PROPOSED CLASSIFICATION			PRESENT		
	Number of distinctive titles	Number of distinctive rates within groups	Range of compensation	Number of distinctive titles	Number of distinctive rates within groups	Range of compensation
<b>PROFESSIONAL AND SCIENTIFIC—Continued</b>						
24. Veterinarian.....	2	11	\$900-3,300	3	5	\$1,200-3,000
25. Zoologist.....	1	6	1,080-1,680	1	1	1,200
Total.....	137	*50		271	*88	
<b>EDUCATIONAL</b>						
1. Artist.....	2	7	1,200-1,980	2	2	720-1,800
2. Instructor of the blind....	2	9	720-1,800	7	5	600-1,020
3. Curator.....	a					
4. Educational specialist.....	8	15	1,800-5,700	29	11	1,500-5,000
5. Health lecturer.....	1	6	960-1,560	1	1	1,000
6. Institution teacher and lecturer.....	10	13	‡480-1,560	4	7	‡540-1,500
7. Librarian.....	7	23	600-5,700	34	15	420-5,000
8. Regents examiner.....	3	9	960-1,800	15	8	900-2,400
9. Teacher and lecturer.....	b					
10. Publicity specialist.....	1	5	1,800-2,580	5	4	2,000-3,000
Total.....	34	*31		97	*25	
<b>INVESTIGATIONAL AND EXAMINING</b>						
1. After-care agent.....	1	3	‡600- 720	3	3	‡510-1,200
2. Bank examiner.....	4	15	1,800-5,400	5	11	2,424-5,400
3. Civil Service examiner....	5	13	1,440-4,500	1	7	1,200-3,600
4. Examiner of compensation claims.....	5	23	1,080-6,000	9	8	1,000-6,000
5. Examiner of corporation tax.....	4	15	1,560-5,100	3	3	1,500-5,000
6. Examiner of documents and records.....	11	17	1,080-3,900	12	10	1,500-4,800
7. Industrial code examiner.	1	4	2,820-3,540	1	1	3,500
8. Industrial mediator.....	2	10	2,160-4,800	3	3	2,000-2,800
9. Insurance examiner.....	3	15	1,800-5,400	3	17	1,800-6,000
10. Examiner of local assessments.....	1	1	1,680-2,160	1	1	
11. Miscellaneous investigator	4	12	1,080-2,580	7	4	1,500-4,000
12. Examiner of municipal accounts.....	4	12	1,800-4,800	2	4	2,400-4,000
13. Parole officer.....	4	13	840-2,340	4	7	720-1,800
14. Referee (transfer tax)....	1	6	2,520-3,900	1	3	2,500-4,000
15. Social investigator.....	5	16	1,080-4,500	6	8	1,200-3,500
16. Special franchise appraiser	3	15	1,680-5,100	3	5	1,800-4,000
17. Transportation agent.....	1	7	960-1,560	3	5	900-1,500
18. Underwriter.....	2	8	1,200-2,340	3	3	1,200-1,800
Total.....	60	*28		69	*44	
<b>INSPECTIONAL</b>						
1. Inspector of bees.....	1	1	780	1	1	800
2. Inspector of buildings....	1	6	1,200-1,800	4	4	1,200-2,500
3. Inspector of dairy products and foods.....	4	18	900-3,060	8	9	720-2,700
4. Inspector of engineering works.....	7	8	960-1,800	12	8	1,080-2,000
5. Excise inspector.....	3	11	960-3,060	2	3	1,000-1,500
6. Inspector of farms.....	1	5	1,800-2,580	1	1	2,400
7. Fish and game protector..	6	17	840-4,200	5	5	900-4,000
8. Forest ranger and observer	3	8	50 monthly-1,560 annually	3	6	50 monthly-1,500 annually

a Standard specifications for appropriate grades within this Group will be established when the scope and importance of the museum activities warrant the creation of positions for this Group.

b Standard specifications for appropriate grades within this Group will be established when an institution of learning is placed under the direct control of the Board of Regents and the President of the University of the State of New York.

\* Number of distinctive rates within the service. (In obtaining this total, rates which were duplicated in the several groups were counted only once.)

‡ With maintenance.

COMPARATIVE TABLE—*Concluded*

LINE OF WORK (Proposed group)	PROPOSED CLASSIFICATION			PRESENT		
	Number of distinctive titles	Number of distinctive rates within groups	Range of compensation	Number of distinctive titles	Number of distinctive rates within groups	Range of compensation
<b>INSPECTIONAL—Continued</b>						
9. Industrial inspector.....	6	19	\$1,200-6,000	11	8	\$1,200-6,000
10. Inspector of mechanical appliances and equipment.....	7	12	1,080-3,080	7	6	1,080-3,500
11. Inspector of mines and tunnels.....	1	6	1,440-2,160	1	1	1,800
12. Miscellaneous inspector...	6	11	1,080-2,340	5	8	1,200-2,500
13. Inspector of plant industry	3	15	900-3,300	5	6	720-2,000
14. Inspector of public service	8	19	900-3,540	13	9	900-4,500
Total.....	57	*36		78	*41	
<b>SKILLED LABOR</b>						
1. Animal husbandry.....	3	9	840-1,800	3	3	\$900-\$2,000
2. Artisan-foreman.....	5	7	1,200-2,160	16	12	900-2,200
3. Blacksmith.....	2	7	540-1,140	2	6	600-1,200
4. Bricklayer.....	1	5	1,200-1,560	a		
5. Carpenter.....	2	12	540-1,320	4	12	626-1,400
6. Chauffeur.....	2	7	960-1,440	3	6	1,000-1,800
7. Chauffeur examiner.....	1	3	1,320-1,560	2	4	1,200-1,800
8. Cook.....	2	11	15-50 monthly 4-5 per day.	3	6	15-50 monthly 5 per day.
9. Diver.....	2	8	720-1,260	2	2	720-1,140
10. Electrician.....	4	10	840-1,560	5	8	792-1,812
11. Electrical operator and steam engineman.....	3	9	840-1,440	6	9	900-1,500
12. Elevatorman.....	1	5	720- 960	1	3	720-1,200
13. Exhibit worker.....	1	4	720- 900	1	1	720
14. Fishhatchery foreman....	1	4	960-1,140	1	1	1,080
15. Florist and gardener.....	1	5	960-1,200	1	1	1,200
16. Janitor.....	1	8	840-1,320	2	4	600-1,400
17. Machinist.....	2	11	540-1,440	4	4	626-1,500
18. Marine worker.....	6	12	720-1,560	8	16	600-1,980
19. Health guard.....	1	5	840-1,080	2	2	900-1,000
20. Miscellaneous skilled laborer.....	1	11	720-1,440	4	5	600-1,200
21. Nursery foreman.....	1	5	720- 960	1	1	900
22. Painter.....	2	10	720-1,320	2	3	800-1,252
23. Photographer.....	2	9	960-2,340	4	3	1,200-2,750
24. Plumber and steamfitter..	6	8	540-1,440	4	5	840-1,540
25. Preparator.....	1	7	840-1,200	2	3	840-1,200
26. Printer.....	2	7	600-1,560	2	2	720-1,300
27. Seamstress.....	1	2	480-540	1	1	620
28. Sheet metal work and roofer.....	2	7	900-1,440	2	3	900-1,502
29. Steam roller engineman...	1	3	900-1,020	1	1	960
30. Stonemason and stone-cutter.....	2	4	1,200-1,560	1	1	1,627
31. Taxidermist.....	1	6	840-1,200	1	1	900
32. Technical assistant.....	1	7	600-1,020	1	4	540- 900
33. Upholsterer.....	1	3	900-1,020	1	1	1,000
34. Superintendent of game bird farm.....	1	5	1,560-2,160	1	1	2,000
Total.....	66	*33		94	*51	
<b>LABOR</b>						
1. Laborer.....	4	16	480-1,560	40	24	240-1,800
2. Special laborer.....	6	9	300- 660	15	19	336- 840
3. Watchman.....	2	8	480- 900	9	12	5-16 monthly 420-1,200
Total.....	12	*21		64	*36	
<b>GRAND TOTAL.....</b>	<b>423</b>	<b>†68</b>		<b>1,107</b>	<b>†162</b>	

a At the present time there are no employees appraised within this Group.

\* Number of distinctive rates with the Service. (In obtaining this total, rates which were duplicated were counted only once.)

† Number of distinctive rates within the entire classification. (In obtaining this total, rates which were duplicated in the several Services were counted only once.)

The classification on the opposite page shows the rates which now exist under the present schedule for positions in the State hospitals, charitable institutions, reformatories and prisons. The classification shows the wide disparity of rates which are paid for the same or similar kinds of employments in these institutions. This disparity and inequality exist as a result of the lack of control and absence of standards for these positions.

*(c) Irregularity and Rapidity of Salary Increases and Promotions.*

The following is a table of the average length of service (in months) and the average salary increase (in dollars) for each advancement, and the average salary increase (in dollars) for each year of service for clerks in the departments of the Comptroller, Insurance, Health, Secretary of State, Labor and Education.

	Total number years of service <sup>(1)</sup>	Total number advance- ments	Total amount of salary increase	Average increase per annum	Average number months per advance- ment	Average amount salary increase per advance- ment
Comptroller.....	180	134	\$31,020	\$172.00	16	\$231
Insurance .....	142	101	16,360	115.00	17	162
Health .....	68½	28	5,520	80.80	29	197
Secretary State..	123½	66	9,360	75.80	22	142
Labor .....	120	42	7,840	65.25	34	187
Education .....	393½	133	18,650	47.40	36	140

(1) This table is based upon service records from January 1, 1910 to January 30, 1915, using the total length of service for each employee. The figure for the Department of Labor is somewhat affected by the very marked recent increase in force, being less reliable for that reason than the other figures.

Analytical tables, in detail, including an analysis rate of increase per advancement, length of service per advancement and rate of increase per annum for engineers are contained in Exhibit II.

This table, reflecting the comparative rapidity of salary increases by department, shows the extent to which the arbitrary and rigid system of advancement and promotion has resulted in unnecessary discrimination against departments in which the opportunity for advancement, because of the concentration of positions carrying relatively low salaries, is restricted



The table further shows, which is of perhaps greater significance, that an abnormally high rate of salary increase has developed in certain departments — a factor which explains in large part the accumulation of over payment.

*(d) Irregularity of Titles for Work of Similar Grade and Character.*

Irregularity of titles bears close relation to irregularity of salary rates being traceable directly to the same causes. The comparative classification of employments above referred to which summarizes also the present variety of titles, shows that there are approximately 943 fictitious or unnecessary titles in the state service today which may be grouped according to the general class of work performed thereunder, as follows:<sup>1</sup>

	Fictitious and Misleading	Unnecessary or Non- descriptive
<b>Clerical</b>		
Clerk (miscellaneous) . . . . .	174	91
Stenographer and Typist . . . . .	41	12
Bookkeeper . . . . .	19	5
Private Secretary . . . . .	3	1
Other . . . . .	14	6
<b>Professional and Scientific</b> . . . . .	201	53
<b>Inspectional</b> . . . . .	43	17
<b>Investigational and Examining</b> . . . . .	31	18
<b>Other Services</b> . . . . .	160	54

The lack of standard titles stands in the way of businesslike administration for the following reasons:

First.—Fictitious titles complicate the examining procedure of the Civil Service Commission and make it difficult, in many instances impossible, to hold practical examinations. For example, a position is created, under the title of draftsman at \$1600 per annum. The work to be performed is clerical in character which would logically warrant a compensation of from \$840 to \$1200 per annum. This hypothetical case, which corresponds to existing irregularities, points to the difficulties of adjusting an examination to the actual requirements of a position which has a fictitious title.

<sup>1</sup> See Part V for comparative analysis of present and proposed classification, showing overpayment and underpayment and variety of titles.

Second.— Fictitious titles lead to arbitrary restrictions upon the administrative officials in assigning employees. A rule of civil service administration — and, if properly construed, a sound rule — provides that a civil service employe may only perform those duties which are consistent with his title.

Each administrative official is charged with certifying on prescribed payroll forms as a basis for payroll audit by the Civil Service Commission and the Comptroller that

“Persons named on the payroll are employed solely in the several duties of positions and employments indicated.”

In this connection it may be said that because of the accumulation of misleading titles there is hardly a payroll of the State government which is not incorrectly certified to from month to month.

## *2. Manner and Methods of Recruiting and Controlling Employees.*

The Civil Service Law divides the civil service of the State into two divisions — the unclassified service and the classified service, which now aggregate 16,941 positions.<sup>1</sup> The unclassified service, which includes 994 positions comprises the following:

- (a) All elective offices.
- (b) All offices filled by election or appointment by the Legislature on joint ballot.
- (c) All persons appointed by name in any statute.
- (d) All legislative officers and employes.
- (e) All offices filled by appointment by the Governor either upon or without recommendation by the Senate, except officers and employes in the executive offices.
- (f) All election offices or heads of any department of the government.
- (g) Persons employed in or who are seeking to enter the public service as superintendents, principals or teachers in a public school or academy or in a State normal school or college.

The classified service includes all other positions.

The unclassified service under the law is not subject to any conditions governing appointment except those which are specifi-

<sup>1</sup> As of Jan. 1, 1916.

cally referred to therein. The classified service, which now includes 15,947 positions, is, under the law, subject to such rules as the State Civil Service Commission shall make in relation to the classification, appointment, promotion and other phases of civil service control.

The classification of the employments of the so-called classified service and the recruiting and controlling of employes placed in the competitive classes represent the primary object of the State Civil Service Commission. The Commission, operating under the existing laws, would be charged with the execution of those functions embraced within the proposed standardization program which relate to

First.—The regulation and control of conditions governing appointment to the service.

Second.—The regulation and control of conditions governing advancement and promotion within the service.

The constructive idea underlying the first function is to recruit employes for the State service who have demonstrated the highest degree of fitness for the tasks they are to assume; the constructive idea of the second is to secure to those employes an opportunity to work out their careers on the basis of merit and fitness.

An investigation of the content, standard and procedure of the examinations and other practices of the Civil Service Commission has been undertaken by the Committee in order to determine the extent to which adequate and uniform factors of ability, training and experience have been prescribed by the Civil Service Commission as a basis for entrance into the State civil service.

This investigation is still in progress. The results developed show concretely wherein much of the practice of Civil Service Commissions in the past should be revised in order to install and enforce the standards proposed by the Senate Committee. This investigation will be concluded within the next two weeks and will be the subject of a second report to the Legislature.

This report will be essentially constructive in character, intended to indicate the changes in law and practice necessary to a proper development of civil service control. The findings and

**recommendations of the Senate Committee will be presented with particular reference to the following and related subjects:**

- 1. Duties and activities of the Civil Service Commission sitting as a board of control.**
- 2. Legal classification of State employments and employees.**
- 3. System of making appointments to the service.**
  - (a) Limitations of law.**
  - (b) Limitations of practice.**
- 4. System of making promotions.**
  - (a) Limitations of law.**
  - (b) Limitations of practice.**
- 5. Preparation and installation of service and efficiency records.**

## **VI. ANALYSIS OF PROBLEMS PECULIAR TO INSTITUTIONAL SERVICE**

The hospitals for the insane represent an important group of the institutions of the State under distinct management and control. Important strides have been made during the last ten years, through the action of the Hospital Commission and the hospital superintendents, to standardize conditions of employment in this branch of the State government. The Senate Committee has followed many suggestions from the present rules and practice governing these institutions and incorporated them into the proposed schedules for the Institutional Service.

The reason for specifying standard rates of pay, standard work requirements, standard qualifications (in terms of ability, experience and training), and standard titles for each line of employment has been set forth, is that the individual line of work possesses distinct employment conditions in these respects. It has been further pointed out that from the viewpoint of conditions governing advancement and promotion, hours of work, etc., the principal lines of employment of the State service possess common characteristics which suggest the application of general rules with respect to salary increases, promotion, and related conditions. One service, however, possesses characteristics which so completely differentiate it from the other services of the State government as to require special treatment, namely, the Institutional Service.

The State hospitals, prisons and other institutions of the State government, which comprise the Institutional Service, represent about forty per cent. of the State's personnel. This service presents several problems and conditions of employment which do not exist in any other division of the State government. These problems will be discussed under the following headings:

1. Maintenance.
2. Commutation.
3. Special Conditions Affecting Rates of Pay.
4. Problems of Special or Extraneous Duties.
5. Problem of "Special Attendant".
6. Problem of "Chief Supervisor".
7. New Positions and Titles.
8. Probationary Period and Service Records in Relation to Advancement.

## 1. *Maintenance.*

In accordance with the standard specifications, the employes at the several institutions should be granted full maintenance consisting of meals, lodging and laundry. Arrangements should be made so that the employes can be accommodated at meals in appropriate dining-rooms and lodging provided in nurses' homes, attendants' homes or other available dormitories, the assignment of rooms and distribution of employes being left to the several superintendents subject to the approval of the governing departmental agency. Each employe should be granted the number of pieces of laundry provided in the laundry schedule adopted by the governing departmental agencies for all the institutions after considering the recommendations of the superintendents of the several institutions.

Stewards should be granted maintenance for their families. Where quarters are available junior stewards and assistant stewards should also be granted maintenance for their families after an appraisal of the service and upon approval of the departmental agency in recognition of efficient service.

## 2. *Commutation.*

There are two fundamental reasons for granting commutation or a money allowance for meals and lodging. First, in some institutions there is a lack of accommodations both for lodging and meals for employes. Second, it often happens that married people are able to work for the State only on condition that commutation is granted. In order not to deprive the State of the service of these, commutation should be granted in lieu of maintenance.

### (a) *Amount of Commutation in State Institutions.*

The following figures show the extent of commutation granted at the several institutions. In 1912-1913, when there was a \$3.00 allowance for each of the three daily meals and lodging in the State hospitals and \$4.00 in the charitable institutions, the total commutation in all State institutions was \$175,634.53; in 1913-1914 (\$4.00 allowance) the total was \$182,848.51; and in 1914-1915, as shown in the accompanying table, the total was \$200,922.34.

# AMOUNT OF COMMUTATION IN HOSPITALS FOR THE INSANE

NAME OF HOSPITALS	DISTRIBUTION OF COMMUTATION, 1915*							TOTAL COMMUTATION, 1915	
	Number of patients	Number of employees	Number employees receiving \$4 per month	Number employees receiving \$8 per month	Number employees receiving \$12 per month	Number employees receiving \$16 per month	Number employees receiving over \$16	Total number employees receiving	Total amount
Utica.....	1,608	.....	36	2	11	43	.....	92	\$12,132 05
Willard.....	2,413	494	82	20	8	4	.....	114	8,832 11
Hudson River.....	3,353	623	30	19	51	22	1-30	123	15,594 09
Middletown.....	2,050	423	63	24	9	5	.....	101	8,067 20
Buffalo.....	2,164	388	34	8	40	26	.....	108	12,993 77
Binghamton.....	2,367	491	23	6	17	2	.....	48	5,158 89
St. Lawrence.....	2,111	397	6	8	56	.....	.....	70	9,132 65
Rochester.....	1,577	292	20	6	34	9	.....	69	9,240 06
Gowanda.....	1,191	226	9	23	10	.....	.....	42	4,198 55
Mohans c.....	.....	32	.....	.....	2	.....	.....	2	335 94
Kings Park.....	4,314	780	8	38	38	5	.....	84	11,158 24
Long Island.....	879	181	11	6	12	5	.....	34	3,965 90
Manhattan.....	5,109	844	2	5	63	5	3-20	79	12,359 01
Central Islip.....	4,931	847	45	15	46	3	2-30	111	12,476 10
Total.....	34,067	6,208	369	180	397	129	3-20 4-20	1,077	\$125,644 66

\* A commutation allowance of \$4.00 per month is granted in lieu of each of the three daily meals and lodging, making a total of \$16.00 per month in lieu of full maintenance.

# AMOUNT OF COMMUTATION IN STATE CHARITABLE INSTITUTIONS

NAME OF INSTITUTION	DISTRIBUTION OF COMMUTATION, 1915*							TOTAL COMMUTATION, 1915	
	1915. Number of inmates	Number of employees	Number employees receiv- ing \$4 per month	Number employees receiv- ing \$8 per month	Number employees receiv- ing \$12 per month	Number employees receiv- ing \$16 per month	Number employees receiv- ing over \$16	Total number employees receiving	Total amount
Albion.....	245	55	.....	.....	.....	11	.....	11	\$2,112 00
Batavia.....	126	63	.....	.....	.....	8	.....	19	2,976 00
Bath.....	1,295	407	5	10	37	77	.....	129	21,312 00
Bedford.....	417	97	.....	4	4	7	.....	15	2,304 00
Elmira.....	1,353	136	.....	.....	.....	32	.....	39	7,152 00
Hudson.....	321	97	.....	.....	1	19	.....	20	3,792 00
Industry.....	739	181	.....	4	7	23	.....	34	5,808 00
Iroquois.....	172	48	.....	1	2	1	.....	4	576 00
Napanoch.....	446	61	.....	.....	.....	10	.....	10	1,920 00
Newark.....	827	115	1	.....	1	20	.....	22	4,082 00
Orford.....	196	.....	.....	.....	2	9	.....	11	2,016 00
Randalls Island.....	827	112	.....	.....	1	.....	.....	1	144 00
Ray Brook.....	297	107	2	1	.....	6	.....	9	1,344 00
Rome.....	1,526	256	3	.....	18	7	.....	28	4,080 00
Sonyea.....	1,450	259	1	1	3	38	.....	43	7,872 00
Syracuse.....	595	124	8	3	5	6	.....	22	2,544 00
Thiells.....	140	61	.....	.....	.....	8	.....	8	1,536 00
West Haverstraw.....	76	34	10	.....	2	1	.....	13	960 00
Yorktown.....	.....	11	.....	.....	.....	2	.....	2	384 00
Total.....	11,048	1,824	31	25	99	285	.....	440	\$72,864 00

\* A commutation allowance of \$4.00 per month is granted in lieu of each of the three daily meals and lodging, making a total of \$16.00 per month in lieu of full maintenance.



## AMOUNT OF COMMUTATION IN STATE HOSPITALS FOR INSANE CRIMINALS AND INSANE CONVICTS

NAME OF HOSPITAL	Number of inmates	Commu- tation, 1915— Number received, 4	TOTAL COMMUTATION, 1915	
			Total number	Total amount
Dannemora State hospital.....	532 (Full maintenance	{ 25@4 23@3 }	48	\$2,413 68
Matteawan.....				
Total.....			48	\$2,413 68

### (b) *Scope of Proposed Regulations Governing Maintenance and Commutation.*

Inasmuch as maintenance or commutation may be regarded as part of the salary or wage compensation, the following rules established in the Code of Regulations (see Part III) should be applied under the direction of the Civil Service Commission.

All positions which entitle incumbents to less than \$900 and maintenance should be grouped within a definite class in the granting of commutation. Positions which entitle incumbents to at least \$900 and maintenance and less than \$1560 and maintenance should be grouped within another class in granting commutation. Positions which entitle incumbents to at least \$1560 and maintenance should be grouped within a third class in granting commutation. Employees in the first class should be allowed commutation to the extent of \$4 per month for each of the three daily meals and \$4 for lodging per month in case no accommodations are available or in case it is expedient and necessary to employ married people who cannot be accommodated at the institutions. Employees in the second class should be granted commutation allowance of \$5 per month for each of the three daily meals and \$5 for lodging per month where accommodations are not available. An appraisal should be made of the maintenance allowance for employees in the third class. In granting commutation the Superintendents of the several institutions should furnish to the governing departmental agency the necessary facts with respect to requests for commutation.

(c) *Report of Appraisal and Use of Houses or Other State Property Available for Employes.*

At some institutions there are small cottages which are available for employes. As a rule these houses are assigned to employes in lieu of lodging or at what may be regarded as a monthly rental of \$4. In order that the records may be satisfactorily kept in regard to maintenance and commutation of employes, the superintendents of the several institutions should present to the standardization agency designated by law, a statement from time to time covering the values of these houses. In this way the salaries and wages can be satisfactorily recorded.

It is suggested that the annual reports of the governing departmental agencies contain an analyzed statement of the commutation granted including the appraised value of the cottages available.

3. *Special Conditions Affecting Rates of Pay.*

In the State hospitals for insane criminals and insane convicts there are several problems of hospital management which are peculiar to the institutions and have a direct bearing upon the salary and wage rates of employes. (1) In the first place it should be noted that the criminal insane, particularly insane felons, are a more dangerous, violent, and cunning class of patients than those in the other institutions, and consequently are more difficult to handle. (2) The surroundings in a civil institution are more congenial and the social conditions are somewhat better than those in hospitals for insane criminals and insane convicts. (3) In other states, the salary rates in institutions or parts of institutions assigned to insane criminals and insane convicts are generally higher than in other institutions or parts of institutions where insane patients are not of these classes. In institutions where both criminal insane and civil insane are committed, attendants selected from the better grade of employes are assigned to the former class. (4) In institutions for insane criminals and insane convicts the work of the attendants is somewhat similar to the work of a prison guard in State prisons. There is an apparent disparity in the rates of pay for the employes in the two kinds of institutions. (5) In this connection it should be pointed out also that it is more difficult to attract

and retain employes for these hospitals than for the other State institutions.

(a) *Proposed Salary Rates for Matteawan State Hospital.*

Based upon these facts a scheme of salary rates has been formulated in order to meet the problems connected with the management of the Matteawan State Hospital.

PROPOSED

	Annual Entrance rate	Annual rate, after four months	Annual rate, after two years four months	Annual rate, after three years four months	Annual rate, after four years four months	Annual rate, after five years four months	Annual rate, after six years four months
Attendants (male).....	360	390	450	480	510	.....	540
Attendants (female).....	270	300	360	390	420	.....	.....
(Charge attendant assistant).....	.....	.....	.....	.....	.....	.....	.....
Charge attendant (male)....	450	480	510	540	570	600	660
Charge attendant (female)...	360	390	420	450	480	510	540
Chief attendant (male).....	690	720	840	.....	.....	.....	.....
Chief attendant (female)....	600	630	750	.....	.....	.....	.....

(b) *Proposed Salary Rates for Dannemora State Hospital.*

The scheme of salary rates formulated for Dannemora State Hospital follows:

PROPOSED

	Annual Entrance rate	Annual rate, after four months	Annual rate, after two years four months	Annual rate, after three years four months	Annual rate, after four years four months	Annual rate, after five years four months	Annual rate, after six years four months
Attendants (male).....	360	390	450	480	510	.....	540
Attendants (female).....	.....	.....	.....	.....	.....	.....	.....
(Charge attendant assistant).....	.....	.....	.....	.....	.....	.....	.....
Charge attendant (male)....	480	510	540	570	600	660	720
Charge attendant (female)...	.....	.....	.....	.....	.....	.....	.....
Chief attendant (male).....	720	750	870	.....	.....	.....	.....
Chief attendant (female)....	.....	.....	.....	.....	.....	.....	.....

(c) *Regulations Governing Proposed Salary Rates for Matteawan and Dannemora.*

For each class of work referred to in Matteawan and Dannemora State Hospitals there should be a probationary period of

four months, at the end of which, in the event of satisfactory work, there should be granted an increase of \$30 in the annual rate.

The yearly increase, after the end of the probationary period, should be \$30 where the annual salary is less than \$600 with the exception of the maximum rate for attendants (male) in both Matteawan and Dannemora, which should be granted only after an additional two years of service. When the salary rates are above \$600 the increases following the probationary period should be annual in increments of \$60 until the maximum is reached.

Charge attendants who are graduates of training schools should have an additional annual compensation of \$30 in recognition of the training and experience. It may be noted here, too, that in case there is need of nurses and charge nurses at Dannemora State Hospital the regular salary rates as proposed in the specifications for the nurse group of the professional and scientific service should be granted.

*(d) Proposed Salary Rates for Ray Brook and Port of New York.*

Owing to the peculiarly undesirable features connected with employment at the hospital for the treatment of incipient tuberculosis and at the quarantine hospitals at the port of New York, an additional compensation of \$120 should be granted to attendants, charge attendants and chief attendants. In case, however, convalescent patients are assigned to this work a deduction of \$60 should be made regularly from the special annual rate in consideration of special care and treatment.

*4. Problem of Special or Extraneous Duties.*

In institutions where it is found necessary to have a permanent night ward service and where it is expedient not to assign attendants to night service for purposes of training, \$2 should be added to the monthly rate providing the service has been consecutive for at least a month. Owing to the extreme difficulty of getting ward employes to do night service at Dannemora State Hospital, due to peculiar local conditions, a maximum of \$5 should be added to the monthly rate, providing the service has been consecutive for at least a month.

(a) *Regulations Governing Extra Service as Fire Patrolman, Musician and Bandmaster.*

It is generally recognized that a properly organized fire company is necessary at an institution. This is apparent when one realizes that the buildings and equipment at Manhattan State Hospital are valued at \$4,420,000, and that the personal property is valued at \$341,000. It should be pointed out also that at this institution there are about 5,000 patients and over 800 employes. This will serve as an illustration of the extent of property and life to be protected from fire.

It is recognized, too, that a band, orchestra or other musical organization has a wholesome effect upon the inmates of the institutions.

These organizations can be satisfactorily recruited from the employes. Where institutional employes are assigned the duties of fire patrolmen, musicians or bandmasters, in addition to their regular duties, an additional annual compensation should be allowed as follows:

Fire Patrolman — \$60.

Musician — \$48, \$60.

Bandmaster — \$300, \$360, \$420, \$480.

These additional salary rates to be designated for the above extraneous duties should be conditional upon appraisal under the rules of the State Civil Service Commission indicating that the rates designated do not exceed the value of the work to be performed.

(b) *Regulations Governing Extra Service as Captain or Major in a Military Organization at a State Reformatory.*

As the military organization in a State reformatory composed of inmates and several picked employes is an important factor in the discipline and training of inmates, and as the positions of captain of a company and major of a battalion must be filled from the more desirable and better trained employes, \$5 should be added to the monthly rate in recognition of the additional

responsibilities and duties attached to the satisfactory performance of this extra service and responsibility.

### 5. *Problem of "Special Attendant."*

#### (a) *Origin of and Practice Regarding "Special Attendant."*

At the present time the title "Special Attendant" prevails in the State hospitals for the insane with a range of rates from \$516 to \$600 for men and \$420 to \$516 for women. The theory in creating the position "Special Attendant" was to make it possible to assign to the different services of the institution employes who have skill or ability along some particular line but who are not entitled to the payment of the ordinary or prevailing rates for such work. By this scheme it is possible for a superintendent to assign employes at the above rates to almost any service or employment in his institution.

In practically all of the hospitals for the insane a large number of employes are carried on the payroll under the title of "Special Attendant" to which a descriptive title is sometimes affixed. As an illustration of the variety of work to which these employes are assigned, it is of interest to note that the following are carried on the payroll of one of the largest State hospitals as "Special Attendant":

Coachman	Transfer agent
Barber	Meat cutter
Mail clerk	Charge of laundry machinery
Telephone operator	Plumber
Stenographer	Steamfitter
Stableman	Assistant electrician
Nurse in operating room	Sewage tender
Laboratory assistant	Assistant in engineer's department
Photographer	Tinsmith
Assistant in drug room	Mason
Office assistant	Shoemaker
Storehouse assistant	Seamstress
Dining-room attendant	Dressmaker
Hydrotherapeutist	

Tailor	Art instructor
Mattress maker	Basket maker
Glazier	Reed worker
Embroiderer	Gardener

There can be no clear, logical classification of employes if this procedure be continued. The title bears practically no relation to the work performed, and the institutional payroll can never be an indication of the character of employment as long as such practice exists. Moreover, this practice has been used as a means of employing attendants, charge attendants and other employes in the lower grades at preferential rates, not commensurate with the value of the work performed, and has resulted in extravagances and dissatisfaction. Another criticism of the present practice is that ordinarily it is not necessary to take employes from a civil service list, appointments being assigned without reference to any list.

*(b) Remedies Suggested in the Proposed Specifications.*

The proposed specifications eliminate the need of the title "Special Attendant." Standard titles with appropriate duties, definitions, qualifications and compensation, have been provided for those positions now filled by the "Special Attendants."

*6. Problem of "Chief Supervisor."*

*(a) Present Practice.*

At a special session of the State Hospital Commission on February 14, 1913, provision was made for the position of "Chief Supervisor." Such action was based on the idea that there was need of a general supervisor for an entire institution. The regulation creating this position provided that not more than one chief supervisor be allowed in one hospital except by the written authority of the Hospital Commission.

At the present time there are in the hospitals for the insane a number of employes under this title as indicated by the following:

Utica . . . . .	1 chief supervisor	(1,608 patients)
Willard . . . . .		(2,413 patients)
Hudson River . . . . .	2 chief supervisors	(3,353 patients)

Middletown . . . . .		(2,050 patients)
Buffalo . . . . .	3 chief supervisors	(2,164 patients)
Binghamton . . . . .		(2,367 patients)
St. Lawrence . . . . .	1 chief supervisor	(2,111 patients)
Rochester . . . . .	1 chief supervisor	(1,577 patients)
Gowanda . . . . .	1 chief supervisor	(1,191 patients)
Mohansic —		
Kings Park . . . . .	1 chief supervisor	(4,314 patients)
Long Island . . . . .	1 chief supervisor	( 879 patients)
Manhattan . . . . .	2 chief supervisors	(5,109 patients)
Central Islip . . . . .	2 chief supervisors	(4,931 patients)

(b) *Criticism of Practice.*

It will be seen from the above that ten of the fourteen State hospitals for the insane employ chief supervisors. The total number of chief supervisors is fifteen. Three of these are located at the Buffalo State hospital, one of the smaller institutions, and only one of these chief supervisors (whose duties relate only in small part to supervision of ward employes) at Kings Park, the third largest hospital for the insane in the State.

An analysis of these positions shows that the extent and variety of duties differ very widely.

It is the general conception that chief supervisors are supposed to have supervision, under the direction of the first assistant physician, of the supervisors, who, in turn, are supposed to have supervision over charge nurses and charge attendants who are charged with the supervision of the nurses and attendants. This conception of supervision, which tends to separate the physicians very widely from the patients, in itself raises a very serious question as to the advisability of having chief supervisors.

A further analysis of these positions shows that five of the ten institutions employ chief supervisors who are performing the duties regularly and ordinarily assigned to supervisors. It is quite true that one of these so-called chief supervisors at the Hudson River State Hospital, who is assigned to the south wing, has general direction of more than 850 patients, but this chief supervisor does not have charge of supervisors. This is too large a number of patients to be under any supervisor. Moreover, in the Rochester and Kings Park State hospitals, the work per-



formed by the incumbents is foreign to the position and in no way strengthens the need for the position.

The Committee recommends that this assistance be continued, if needed, but that the present so-called chief supervisors in all the hospitals where such are located be properly classified and that their salaries be protected in the same way as the salaries of other State employes performing necessary and efficient work.

There are two hospitals in which there seems some justification for the position of chief supervisor, viz., Manhattan and Central Islip. In each there are two chief supervisors—one to take charge of the supervisors, charge nurses, charge attendants, nurses and attendants assigned to the female service, and one to take charge of the supervisors, charge nurses, charge attendants, nurses and attendants assigned to the female service. In each of these hospitals there are over 2,000 patients in each of the divisions. It is quite true that these chief supervisors, by making inspections and maintaining discipline among employes and patients, can relieve the first assistant physicians assigned to the divisions of a great deal of detail in the supervision of employes. If this arrangement is necessary, the Committee feels that the help should be furnished but that the work should not be described or referred to as that naturally associated with the title of chief supervisor.

## *7. New Institutional Positions and Titles.*

### *a. Housekeeping Assistant, Institutional Laborer.*

At the present time a very large part of the less important non-ward service in the several institutions is performed by attendants. The attendants are assigned routine duties in the kitchen, the dining room, the laundry, the sewing room and other miscellaneous unskilled laboring work. According to the proposed classification all duties associated with the less important positions, such as kitchen helper, chambermaid and laundry helper are to be incorporated in the title "Housekeeping Assistant." The miscellaneous routine heavy manual labor now performed by male employes under the titles laborer and attendant, is covered in the standard specifications under the title of "Institutional Laborer," where such is not provided for elsewhere under distinctive titles.

By means of this classification ward employees or those employees whose primary duty is to care for patients will be separated, for accounting and other fiscal purposes, from the other employees. There is sufficient flexibility, however, in the specifications to admit of the assignment of extraneous duties in case of emergencies. But it is necessary that the primary work of these ward employees shall be the care and treatment of patients.

*b. Institutional Artisan, Chief Attendant.*

A separate group has been set up in the institutional service to include artisans such as carpenters, painters, tinsmiths, masons and locksmiths. The work of these employees is often closely related and generally is under the supervision of one man, usually a carpenter. There are three grades. The first grade includes employees who have some knowledge of the trade but are not necessarily highly skilled. The second grade includes the more highly skilled mechanics, and the third grade includes those employees having general supervision. The salary rates have been worked out on the basis of the work value as well as on the basis of permanent service for those who have been appointed.

It is not always necessary in some of the services in the several hospitals to assign trained nurses to take charge of a number of wards. In order that persons without nursing training, yet well qualified to do this work may be employed, a new title of "Chief Attendant" has been set up. The titles "Chief Attendant (Occupational)" and "Chief Attendant (Transfer Agent)" have also been created in order to provide appropriate titles for related work falling within this grade. The position of "Attendant-Foreman" is comparable to the position now known as "Supervisor" who is assigned to take charge of patients doing outside work.

*8. Probationary Period, Service Records, Transfers.*

In order that the fitness and ability may be ascertained, there should be a probationary period of not less than four months for all employees in the institutional service. The compensation for this probationary service should be at the minimum rate established for the several grades of the service. Increases should be granted in accordance with the schedules outlined in the speci-

fications and the date of employment should be construed as beginning on the first day of the calendar month following the date of actual employment unless such employment shall have actually begun on the first day of the month. This proposed regulation, however, is not to be construed as depriving an employe of compensation for the days of actual service rendered prior to the first day of such month.

Service records and ratings should be installed in order that the relative efficiency of all employes in the institutional service may be used in advancements and promotions. Such records form the basis of salary increases and are an important element in promotions.

Transfers from one institution to another should be made possible only upon the written consent of the superintendents of the institution, from which and to which the transfer is proposed. In such case the service should be regarded as continuous. Employes leaving the service and subsequently obtaining employment therein should be regarded and classified as new employes. No employe who has been discharged from a State institution should be employed in another hospital without the approval in writing of the superintendent of the institution from which such employe was discharged.



### **PART III**

#### **PRO FORMA BILL SUBMITTED TO THE LEGISLATURE TO AMEND THE CIVIL SERVICE LAW IN RELATION TO SALARY AND GRADE STANDARDS.**

Part IV, Schedule A, contains the basic salary and grade standards formulated by the Senate Committee on Civil Service. The Committee recommends that these standards, representing the means of control over the administrative agencies of the government in recruiting and controlling employes, be incorporated into the law.

The Legislature by this enactment will separate the basic standards governing personal service from the rules and practice applying them. The standards will be mandatory upon the Civil Service Commission and the departments of the State government. The plan as outlined, however, leaves these administrative agencies large discretion in making rules and regulations necessary to a business-like and effective control over employment conditions. Greater flexibility and elasticity than now obtains in the administration of the Civil Service Law will be secured; at the same time inequalities and abuses will be more effectively guarded against.



# AN ACT

**To amend the civil service law of the state of New York, in relation to the classification and grading of state employees.**

*The People of the State of New York, represented in Senate and Assembly, do enact as follows:*

Section 1. Article three of chapter fifteen of the laws of nineteen hundred and nine, entitled "An act in relation to the civil service of the state of New York and the civil divisions and cities thereof, constituting chapter seven of the consolidated laws," is hereby repealed and the following substituted therefor:

## ARTICLE 3.

### CLASSIFICATION AND SPECIFICATIONS OF PERSONAL SERVICE.

**Section 40. Adoption of specifications of personal service.**

41. Definition of terms used in specifications.
42. Application of specifications.
43. Specifications to apply to all new positions.
44. Titles of specifications to apply to all existing positions.
45. Changes of title not to affect legal class of positions.
46. Changes of title not to alter or affect salaries of present incumbents.
47. New positions to be classified under standard grades and titles.
48. Specifications not to affect organization or procedure or to prevent emergency assignments.
49. Appointments, advancements, et cetera.
50. Establishment of system of service records and ratings.
51. Establishment of division of service records and standards.
52. Establishment of departmental personnel boards.
53. Power to amend qualifications of specifications.
54. Extra salary or compensation prohibited.

§ 40. Adoption of specifications of personal service. Standard titles, duties, qualifications, grades and rates of compensation, employments and employes in the state civil service are hereby

created in accordance with the code of specifications of personal service known as "Schedule A" contained in the first report of the committee on civil service of the senate, submitted as senate document number . . . . ., under date of . . . . ., which schedule shall have the force and effect of law. This schedule shall be published by the secretary of state in the volumes of the session laws of nineteen hundred and sixteen.

§ 41. Definition of terms used in specifications. 1. Service. The term "service" is used to designate the broadest functional division of similar or related employment, determined irrespective of departmental organization or lines of authority. These services shall be known as executive, managerial, professional and scientific, inspectional, investigational and examining, clerical, educational, institutional, skilled labor, labor.

2. Group. The term "group" is used to designate a subdivision of a service covering a specified line of work with distinctive conditions of appointment, promotion and compensation.

3. Grade. The term "grade" is used to designate a subdivision of a group and represents a grade of responsibility and work with standard duties, qualifications and rates of compensation. The minimum and maximum rates of the grade represent the limits of compensation for the prescribed standards of work.

4. Title. The term "title" is used to designate an authorized employment for civil service and fiscal control.

5. Duties — definition. Under the term "duties — definition" are specified the work requirements for each grade in terms of the importance, difficulty and the extent of the supervision and responsibility.

6. Duties — examples. Under the term "duties — examples" are specified, for illustrative purposes, types of work falling within a grade.

7. Qualifications. Under the term "qualifications" are specified the minimum educational or experience requirements which must be fulfilled by a person preliminary to appointment.

8. Compensation. Under the term "compensation" are specified the standard rates of pay which have been established for a grade of work.

9. Departmental agency. The term "departmental agency" is used to designate the unit or agency of the state which is charged under the law with independent administrative authority.

10. Service records. The term "service records" is used to designate those records and ratings of employes kept by the de-



partmental agency under the supervision of the civil service commission for the purpose of recording in terms of quantity, quality and other related factors, the relative efficiency of employes engaged in the same or similar lines of work.

11. Advancement. The term "advancement" is used to designate a salary increase within a grade without a change of duties or an examination.

12. Promotion. The term "promotion" is used to designate a change from one grade to the next higher grade within a group and involves a change of duties.

13. Specifications of personal service. The term "specifications of personal service" is used to designate those regulations contained within "Schedule A" herein referred to.

§ 42. Application of specifications. The specifications of personal service shall apply to all authorized employments of the classified service of departments, institutions, boards, commissions, offices and other departmental agencies of the state government and shall supersede all groupings of civil service employments not consistent therewith, and shall be applied subject to the conditions and regulations of this article hereinafter specified. Provided, however, that nothing herein contained shall be deemed to affect the classification of offices and positions in accordance with the provisions of section twelve and related sections of this chapter.

§ 43. Specifications to apply to all new positions. The specifications of personal service shall apply in their entirety to all positions in the state service to be filled after this article takes effect, but shall not affect present employes except as herein provided.

§ 44. Titles of specifications to apply to all existing positions. The standard titles of the specifications of personal service shall be applied to all existing positions and for this purpose the civil service commission shall be empowered to rearrange and regroup the existing positions according to such standard titles.

§ 45. Changes of title not to affect legal class of positions. Changes of title under section forty-four of this chapter shall not alter or affect the class in which any position may be arranged under section twelve of this chapter without affirmative action by the civil service commission and the governor in accordance with the law.

§ 46. Changes of title not to alter or affect salaries of present incumbents. Changes in titles under section forty-four of this chapter shall not alter or affect the salaries of the incumbents of positions so regrouped.

§ 47. New positions to be classified under standard grades and titles. All positions created after this article takes effect shall be arranged under the standard groups, grades, titles and rates provided in the specifications of personal service.

§ 48. Specifications not to affect organization or procedure or to prevent emergency assignments. Specifications of personal service shall not in themselves be construed to define or prescribe the organization or procedure under which employes shall work or to limit or restrict the responsible administrative officials in exercising supervision or assigning such other duties as may be necessary in case of emergency.

§ 49. Appointments, advancements, et cetera. 1. All entrance or promotional appointments to positions for which specifications have been provided shall be made at the initial rate of the grade, except where it is provided in special regulations of the specifications that entrance rates for that purpose shall be fixed by appraisal.

2. Advancement within each grade shall be made from one rate to the next higher rate, except where it is provided in special regulations of the specifications that advancement rates may be fixed by appraisal for that purpose.

3. Advancement within a grade, as provided in paragraph two, shall be based upon at least one year of satisfactory service, except wherever a different period of service is provided in the specifications of personal service, and may be made without change of duties or examination.

4. Promotion from one grade to the next higher grade shall involve a change of duties and shall be made only when a vacancy has been created by resignation, transfer, death or dismissal, or when a new position shall have been created. Promotion shall be made as far as practicable after a competitive examination.

5. All departmental requests for new positions, requiring a specific appropriation of the legislature, shall be referred to the civil service commission, which, after investigation, shall transmit such requests to the legislature with recommendations as to standard rates.

6. Before any vacancy can be filled or new positions created by a departmental agency, under authority of the legislature, notice thereof shall be transmitted to the civil service commission, which, after investigation, shall determine and designate, pursuant to these regulations, the standard rates which shall apply.

§ 50. Establishment of system of service records and ratings.

1. All departmental agencies of the state government shall keep and report service records and ratings of employes under such rules and regulations as the civil service commission shall establish.

2. The civil service commission shall establish and enforce the rules and regulations governing the keeping, reporting and review of service records and ratings.

3. The civil service commission shall use the service ratings as a factor of examinations for promotions from one grade to another under rules and regulations adopted by it and approved by the governor.

4. The civil service commission shall use the service ratings as a basis for determining the rendition of satisfactory service necessary for advancement from one rate to another and shall annually report thereon to the legislature.

§ 51. Establishment of division of service records and standards. A division of service records and standards shall be created as a part of the civil service commission for the purpose of regulating and reviewing service records and ratings, investigating the need for and scope of positions, and performing other duties in the enforcement of the provisions of this article.

§ 52. Establishment of departmental personnel boards. A personnel board shall, when required by the civil service commission, be established in each departmental agency of the government for the purpose of assisting the civil service commission in enforcing the several provisions of the civil service law. The members of such boards shall consist of state officers or employes and shall serve without pay. Other conditions governing the membership and conduct of such boards shall be prescribed by the civil service commission.

§ 53. Power to amend qualifications of specifications. The civil service commission shall have power to amend from time to time the qualifications of the specifications of personal service, contained in "Schedule A," provided such amendment or amendments shall be filed with the secretary of state and published by him in the volume of the session laws first published after the filing thereof.

§ 54. Extra salary or compensation prohibited. No person holding a position or employed in any department, bureau, commission or office to which this article applies and for which a definite salary or compensation has been appropriated or designated, shall receive any extra salary or compensation in addition to that so fixed.



**PART IV**

**SCHEDULE A**

**STANDARD SPECIFICATIONS OF PERSONAL SERVICE FOR THE STATE OF NEW YORK, INCLUDING STANDARD TITLES, SALARIES, DUTIES, DEFINITIONS, AND MINIMUM QUALIFICATIONS.**



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## **EXECUTIVE SERVICE**

### **SYMBOL (A)**

*Definition:*

The term Executive Service is used to identify those authorized employments of the State Government, the incumbents of which are required to plan, direct and supervise the activities of a major State department or unit and to formulate the policies thereof.

**NOTE.**—Standard specifications for positions covered within this Service will be prepared after further consultation with heads of departments and other officials.



## **MANAGERIAL SERVICE**

### **SYMBOL (B)**

*Definition:*

The term Managerial Service is used to identify those authorized employments of the State Government, the incumbents of which are required to perform work not covered in any other Group specification, in directing and controlling or assisting in the direction and control of the activities or relations of a State department, bureau or other governmental agency subject to the final approval of a higher governing official or body.

**NOTE.**— Only those positions of a managerial nature, which are considered as non-technical, i. e., the incumbents of which are not necessarily required to have any special technical training or experience, are covered in the Managerial Service. Other managerial positions are covered in appropriate Groups of other Services.



## **DEPARTMENT MANAGER GROUP (B 1)**

*Managerial Service*

*Department Manager Group*

***Definition:***

The term Department Manager Group is used to identify those authorized employments of the Managerial Service, the incumbents of which are required, subject to the final approval of a higher governing official or body, to direct and control, individually or jointly, the activities of a State department, to advise in determining departmental policies, and to act as the highest official representative of the department during the absence of the executive.

**GRADE I (B 1 I)**

*Managerial Service  
Department Manager Group*

**TITLES OF POSITIONS —**

DEPUTY COMMISSIONER  
DEPUTY SUPERINTENDENT (DEPART-  
MENTAL)  
DEPUTY COMPTROLLER  
DEPUTY SECRETARY OF STATE  
DEPUTY TREASURER

**DUTIES —***Definition:*

The duties of incumbents of these positions, which require a high degree of administrative ability, are to direct and control, individually or jointly, the activities of a State department, to advise in determining departmental policies, and to act as the highest official representative of the department during the absence of the executive.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such qualifications as may be prescribed by law or required by departmental executives.

**COMPENSATION —**

The annual compensation of this Grade shall be such as may be prescribed by law or designated by departmental executives.



## **DEPARTMENT SECRETARY GROUP (B 2)**

*Managerial Service*

*Department Secretary Group*

***Definition:***

The term Department Secretary Group is used to identify those authorized employments of the Managerial Service, the incumbents of which are required, subject to the approval of a higher governing official or body, to direct and assume complete responsibility for the activities of a State department, relating particularly to the assignment and control of personnel, the keeping of official records, the promulgation of orders and regulations, the conduct of correspondence, the preparation of reports and the supervision of financial affairs.

**GRADE I (B 2 I)**

*Managerial Service  
Department Secretary Group*

**TITLE OF POSITIONS—****DEPARTMENT SECRETARY****DUTIES—***Definition:*

The duties of incumbents of these positions, which require a high degree of administrative ability, are, subject to the approval of a higher governing official or body, to direct and assume complete responsibility for the activities of a State department relating particularly to the assignment and control of personnel, the keeping of official records, the promulgation of orders and regulations, the conduct of correspondence, the preparation of reports and the supervision of financial affairs.

**QUALIFICATIONS—***Persons holding these positions shall have:*

1. Not less than four years of administrative experience in professional or commercial work or in public service of an approved standard.
2. Such additional qualifications as may be required by the State Civil Service Commission, acting in co-operation with departmental executives.

**COMPENSATION—**

The range of annual compensation of this Grade for full time service is from \$2580 to \$6000, inclusive, with standard salary rates as follows: \$2580, \$2820, \$3300, \$3600, \$3900, \$4200, \$4500, \$4800, \$5100, \$5400, \$5700, \$6000.

**SPECIAL REGULATION GOVERNING SALARY RATES—**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **MISCELLANEOUS MANAGER GROUP (B 3)**

*Managerial Service*

*Definition:*

*Miscellaneous Manager Group*

The term Miscellaneous Manager Group is used to identify those authorized employments of the Managerial Service, the incumbents of which are required, subject to the approval of a higher governing official, to direct and assume complete responsibility for the activities of a bureau or other primary organization unit of a State department and to enforce all provisions of the law specifically coming under the jurisdiction of such an organization unit.

**GRADE I (B 3 I)**

*Managerial Service*  
*Miscellaneous Manager Group*

**TITLES OF POSITIONS —**

CHIEF OF BUREAU  
 CHIEF OF DIVISION  
 MANAGER (STATE INSURANCE FUND)  
 ASSISTANT MANAGER (STATE INSURANCE FUND)

**DUTIES —**

CHIEF OF BUREAU  
 CHIEF OF DIVISION  
 MANAGER (STATE INSURANCE FUND)

*Definition:*

The duties of incumbents of these positions, which require a high degree of administrative ability, are to direct and assume complete responsibility for the activities of a bureau, or other primary organization unit of a State department, and to enforce all provisions of the law specifically coming within the jurisdiction of such an organization unit.

ASSISTANT MANAGER (STATE INSURANCE FUND)

*Definition:*

The duties of the incumbent of this position, which require a high degree of administrative ability, are to assist in the direction and control of the activities of that bureau or other primary unit of the State department charged with the administration of the State Insurance Fund.

**QUALIFICATIONS —**

CHIEF OF BUREAU  
 CHIEF OF DIVISION

*Persons holding these positions shall have:*

1. Not less than four years of administrative experience in professional or commercial work or in public service of an approved standard.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**MANAGER (STATE INSURANCE FUND)**

1. Not less than eight years of administrative experience in insurance work of an approved standard.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**ASSISTANT MANAGER (STATE INSURANCE FUND)**

1. Not less than five years of administrative experience in insurance work of an approved standard.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

**CHIEF OF BUREAU**

**CHIEF OF DIVISION**

The range of annual compensation of these positions in this Grade for full time service is from \$2340 to \$5100, inclusive, with standard salary rates as follows: \$2340, \$2580, \$2820, \$3060, \$3300, \$3600, \$3900, \$4200, \$4500, \$4800, \$5100.

**MANAGER (STATE INSURANCE FUND)**

The range of annual compensation of this position in this Grade for full time service is from \$5100 to \$6900, inclusive, with standard salary rates as follows. \$5100, \$5400, \$5700, \$6000, \$6300, \$6600, \$6900.

**ASSISTANT MANAGER (STATE INSURANCE FUND)**

The range of annual compensation of this position in this Grade for full time service is from \$3060 to \$4200, inclusive, with standard salary rates as follows: \$3060, \$3300, \$3600, \$3900, \$4200.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **INSTITUTION MANAGER GROUP (B 4)**

*Managerial Service*

*Institution Manager Group*

***Definition:***

The term Institution Manager Group is used to identify those authorized employments of the Managerial Service, the incumbents of which are required, subject to the approval of a higher governing official or body, to direct and control, or to assist in the direction and control of the activities of a State institution for delinquents or dependents.

**GRADE I (B 4 I)**

*Managerial Service  
Institution Manager Group*

**TITLES OF POSITIONS —**

ASSISTANT SUPERINTENDENT (INSTITUTION)

ADJUTANT (SOLDIERS AND SAILORS' HOME)

**DUTIES —***Definition:*

The duties of incumbents of these positions, which require administrative ability, are to assist in the direction and control of the activities of a State institution for delinquents or dependents, not including the hospitals for the insane and the reformatories at Napanoch and Elmira.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than two years of administrative experience in institutional work of an approved standard.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1200 to \$2160, inclusive, with maintenance, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560, \$1680, \$1800, \$1980, \$2160.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



**GRADE II (B 4 II)**

*Managerial Service  
Institution Manager Group*

**TITLES OF POSITIONS —**

WARDEN

SUPERINTENDENT (INSTITUTION)

SUPERINTENDENT (NEW YORK STATE RE-  
FORMATORY, ELMIRA, AND EASTERN  
NEW YORK REFORMATORY, NAPANOCH)

COMMANDANT (SOLDIERS AND SAILORS'  
HOME)

ASSISTANT SUPERINTENDENT (NEW YORK  
STATE REFORMATORY, ELMIRA)

ASSISTANT SUPERINTENDENT (EASTERN  
NEW YORK REFORMATORY, NAPANOCH)

**DUTIES —***Definition:*

WARDEN

SUPERINTENDENT (INSTITUTION)

COMMANDANT (SOLDIERS' AND SAILORS'  
HOME)

The duties of incumbents of these positions, which require a high degree of administrative ability, are, subject to the approval of a higher governing official or body, to direct and control the activities of a State institution for delinquents and dependents not including the hospitals for the insane and the reformatories at Napanoch and Elmira.

SUPERINTENDENT (NEW YORK STATE RE-  
FORMATORY, ELMIRA, AND EASTERN  
NEW YORK REFORMATORY, NAPANOCH)

*Definition:*

The duties of the incumbent of this position, which require a high degree of administrative ability, are, subject to the approval of a higher governing body, to direct and control the activities of the State reformatories at Elmira and Napanoch.

ASSISTANT SUPERINTENDENT (NEW YORK  
STATE REFORMATORY, ELMIRA)  
ASSISTANT SUPERINTENDENT (EASTERN  
NEW YORK REFORMATORY, NAPA-  
NOCH)

The duties of incumbents of these positions, which require a high degree of administrative ability, are to assist in the direction and control of the activities of the State reformatories at Elmira and Napanoch.

#### **QUALIFICATIONS—**

WARDEN  
SUPERINTENDENT (INSTITUTION)  
COMMANDANT (SOLDIERS AND SAILORS'  
HOME)  
ASSISTANT SUPERINTENDENT (NEW YORK  
STATE REFORMATORY, ELMIRA)  
ASSISTANT SUPERINTENDENT (EASTERN  
NEW YORK REFORMATORY, NAPA-  
NOCH)

*Persons holding these positions shall have:*

1. Not less than four years of administrative experience in institutional work of an approved standard.
2. Such additional qualifications as may be required by the State Civil Service Commission.

SUPERINTENDENT (NEW YORK STATE RE-  
FORMATORY, ELMIRA, AND EAST-  
ERN NEW YORK REFORMATORY,  
NAPANOCH)

*Persons holding these positions shall have:*

1. Not less than eight years of administrative experience in institutional work of an approved standard.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —****WARDEN****SUPERINTENDENT (INSTITUTION)****COMMANDANT (SOLDIERS AND SAILORS' HOME)**

The range of annual compensation of these positions in this Grade for full time service is from \$1980 to \$3900, inclusive, with maintenance, with standard salary rates as follows: \$1980, \$2160, \$2340, \$2580, \$2820, \$3060, \$3300, \$3600, \$3900.

**SUPERINTENDENT (NEW YORK STATE REFORMATORY, ELMIRA, AND EASTERN NEW YORK REFORMATORY, NAPANOCH)**

The range of annual compensation of these positions in this Grade for full time service is from \$4200 to \$4800, inclusive, with maintenance, with standard salary rates as follows: \$4200, \$4500, \$4800.

**ASSISTANT SUPERINTENDENT (NEW YORK STATE REFORMATORY, ELMIRA)**

**ASSISTANT SUPERINTENDENT (EASTERN NEW YORK REFORMATORY, NAPANOCH)**

The range of annual compensation of these positions in this grade for full time service is from \$2580 to \$3300, inclusive, with maintenance, with standard salary rates as follows: \$2580, \$2820, \$3060, \$3300.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **CLERICAL SERVICE**

### **SYMBOL (C)**

***Definition:***

The term Clerical Service is applied to those authorized employments of the State Government, the incumbents of which are required to perform routine or administrative work incidental to office management and related non-professional duties not covered in any other Service definition.



## **BOOKKEEPER GROUP (C 1)**

***Definition:***

*Clerical Service*  
*Bookkeeper Group*

The term Bookkeeper Group is used to identify those authorized employments of the Clerical Service, the incumbents of which are required to compute, journalize, post and compile data in connection with the keeping of financial records.

**GRADE I (C 1 I)**

*Clerical Service  
Bookkeeper Group*

**TITLE OF POSITIONS —**

**BOOKKEEPER**

**BOOKKEEPER (INSTITUTIONAL)**

**DUTIES —***Definition:*

The duties of incumbents of these positions, which require a practical knowledge of double entry bookkeeping, are to make postings of accounting information from one book to another, and to perform related bookkeeping or other clerical work of equivalent character and standard in keeping financial records or in preparing financial statements.

*Examples:*

Posting to ledgers.

Making simple journal entries.

Taking trial balances.

Preparing statements of accounts.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —****BOOKKEEPER**

The range of annual compensation of this position in this Grade for full term service is from \$840 to \$1200, inclusive, with standard salary rates as follows: \$840, \$900, \$960, \$1020, \$1080, \$1200.

**BOOKKEEPER (INSTITUTIONAL)**

The range of annual compensation of this position in this Grade for full time service is from \$960 to \$1080, inclusive, with maintenance, with standard salary rates as follows: \$960, \$1020, \$1080.

**Note.**— The preferential salary rates for Bookkeeper (institutional) are granted in recognition of the large amount of emergency service and other special duties.



**SPECIAL REGULATION GOVERNING THE MAXIMUM  
SALARY RATE FOR BOOKKEEPER —**

The maximum salary rate \$1200 shall be assigned only to positions involving supervisory or independent responsibility. Such rate shall be designated after individual appraisal, under the rules of the State Civil Service Commission, indicating that the rate so determined does not exceed the value of the work to be performed.

**GRADE II (C 1 II)**

*Clerical Service  
Bookkeeper Group*

**TITLE OF POSITIONS —****SENIOR BOOKKEEPER****DUTIES —***Definition:*

The duties of incumbents of these positions, which require a high degree of specialized training or supervisory ability, are to supervise a unit of organization charged with the keeping of financial records; to keep controlling or involved financial records; or to prepare balance sheets, special financial and other intricate statements and reports.

*Examples:*

Keeping general ledgers.

Making involved journal entries, such as sinking fund adjustments.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least two years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1320 to \$2160, inclusive, with standard salary rates as follows: \$1320, \$1440, \$1560, \$1680, \$1800, \$1980, \$2160.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **CLERK GROUP (C 2)**

*Clerical Service  
Clerk Group*

### ***Definition:***

The term Clerk Group is used to identify those authorized employments of the Clerical Service, the incumbents of which are required to perform prescribed office work not included in the other groups of the Clerical Service.

**GRADE I (C 2 I)**

*Clerical Service  
Clerk Group*

**TITLE OF POSITIONS —**

PAGE

PAGE (INSTITUTIONAL)

**DUTIES —***Definition:*

The duties of incumbents of these positions are to perform, under supervision, the simplest kinds of office work.

*Examples:*

Addressing and mailing letters.

Keeping office in order.

Running errands.

Receiving visitors.

Distributing and collecting mail.

Letter-press copying.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

PAGE

The range of annual compensation of this position in this Grade for full time service is from \$360 to \$480, inclusive, with standard salary rates as follows: \$360, \$420, \$480.

Annual salary increases of \$60 shall be granted upon the completion of six months of satisfactory service.

PAGE (INSTITUTIONAL)

The range of annual compensation of this position in this Grade is from \$216 to \$288, inclusive, with maintenance, with standard salary rates as follows: \$216 upon entrance, \$240 at end of 6 months' satisfactory service, \$264 at end of 12 months' satisfactory service, \$288 at end of 18 months' satisfactory service.

**GRADE II (C 2 II)**

*Clerical Service  
Clerk Group*

**TITLES OF POSITIONS —**

**JUNIOR CLERK**

**JUNIOR CLERK (INSTITUTIONAL)**

**DUTIES —***Definition:*

The duties of incumbents of these positions are to perform, under supervision, routine clerical work of minor consequence but requiring some skill and experience.

*Examples:*

- Verifying extensions and additions.
- Preparing simple tabulations.
- Assisting in filing.
- Assisting in operating mechanical office devices.
- Acting as messenger in transferring papers and documents.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. As a basis for promotion:
  - (a) The minimum qualifications prescribed for Grade I.
  - (b) Not less than one year of service in Grade I.
  - (c) Such additional qualifications as may be required by the State Civil Service Commission.
2. As a basis for original appointment:
  - (a) Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —****JUNIOR CLERK**

The range of annual compensation of this position in this Grade for full time service is from \$540 to \$780, inclusive, with standard salary rates as follows: \$540, \$600, \$660, \$720, \$780.

Annual salary increases of \$60 shall be granted upon the completion of six months of satisfactory service.

**JUNIOR CLERK (INSTITUTIONAL)**

The range of annual compensation of this position in this Grade for full time service is from \$480 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$480, \$540, \$600.

**GRADE III (C 2 III)**

*Clerical Service  
Clerk Group*

**TITLES OF POSITIONS —**

CLERK  
CLERK (INSTITUTIONAL)  
CLERK-STENOGRAPHER

**DUTIES —**

CLERK  
CLERK (INSTITUTIONAL)

*Definition:*

The duties of incumbents of these positions, which may involve limited supervision, are to perform clerical work requiring familiarity with general departmental practice, or knowledge of and training in prescribed office procedure relating thereto.

*Examples:*

Filing and having custody of correspondence and other documents.

Answering routine correspondence.

Preparing payrolls and other periodic reports incidental to office management.

Keeping time records.

Operating intricate mechanical office devices, such as tabulating machines.

Performing elementary statistical work.

**CLERK-STENOGRAPHER***Definition:*

The duties of incumbents of these positions, which may involve limited supervision, are primarily to perform the work prescribed for the position of "Clerk" of this Grade, and in addition thereto, to record dictation by shorthand or other abbreviated process and to transcribe such record on a typewriter.

*Example:*

Performing clerical work and in addition thereto, taking and transcribing dictation.

**QUALIFICATIONS —**

CLERK  
CLERK (INSTITUTIONAL)

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.

2. Not less than one year of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least one year of experience in work of Grade II character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

#### **CLERK-STENOGRAPHER**

1. Not less than one year of experience in work of Grade II clerk group character and standard, and in addition ability to record dictation and transcribe same on a typewriter; or at least two years of experience in work of Grade I, Stenographer Group, character and standard.

2. Such additional qualifications as may be required by the State Civil Service Commission.

#### **SPECIAL REGULATION GOVERNING APPOINTMENT TO THE POSITION OF CLERK OR CLERK-STENOGRAPHER —**

Appointment to positions of Clerk or Clerk-Stenographer within this Grade shall be made from original eligible lists, except where the departmental executive shall certify that it is not practicable to fill such position from an original eligible list. This certification must receive the approval of the State Civil Service Commission.

#### **SPECIAL REGULATION GOVERNING CHANGE OF TITLE TO "CLERK-STENOGRAPHER" —**

Titles of positions in Grade III, Clerk Group or Grade II, Stenographer Group, shall be changed to clerk-stenographer upon certification by the State Civil Service Commission, only after appropriate tests indicating that the incumbents are qualified to perform the duties prescribed for the position of clerk-stenographer.

#### **COMPENSATION —**

##### **CLERK**

##### **CLERK-STENOGRAPHER**

The range of annual compensation of these positions in this Grade for full time service is from \$840 to



\$1200, inclusive, with standard salary rates as follows:  
\$840, \$900, \$960, \$1020, \$1080, \$1200.

**CLERK (INSTITUTIONAL)**

The range of annual compensation of this position in this Grade for full time service is from \$660 to \$840, inclusive, with full maintenance, with standard rates as follows: \$660, \$720, \$780, \$840.

**SPECIAL REGULATION GOVERNING THE MAXIMUM RATE—**

The maximum salary rate, \$1200, shall be assigned only to positions involving supervisory or independent responsibility. Such rate shall be designated after individual appraisal, under the rules of the State Civil Service Commission, indicating that the rate so determined does not exceed the value of the work to be performed.

**GRADE IV (O 2 IV)**

*Clerical Service  
Clerk Group.*

**TITLE OF POSITIONS —**

**SENIOR CLERK**

**SENIOR CLERK — BOOKKEEPER (INSTITUTIONAL)**

**DUTIES —**

**SENIOR CLERK**

*Definition:*

The duties of incumbents of these positions are to perform highly specialized clerical work requiring independent judgment and continuing responsibility; or to supervise and be responsible for the clerical work of a large bureau or small department.

*Examples:*

Answering important correspondence.

Installing, revising, and taking charge of a complicated departmental filing system.

Passing upon vouchers for official signature.

**SENIOR CLERK — BOOKKEEPER (INSTITUTIONAL)**

*Definition:*

The duties of incumbents of these positions which require specialized training and involve supervisory ability, are to take charge, upon assignment, of the general office work in the steward's office in a State institution, to keep controlling and the more involved financial records of the institution, to prepare balance sheets or other intricate statements and reports of the institution and to perform work of related character and standard.

**QUALIFICATIONS —**

**SENIOR CLERK**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade III.

2. Not less than two years of service in Grade III, or if appointed otherwise than by promotion from

Grade III, at least two years of experience in work of Grade III character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

#### **SENIOR CLERK — BOOKKEEPER (INSTITUTIONAL)**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade III, Clerk Group or Grade I, Bookkeeper Group, clerical service.

2. Not less than two years of service in Grade III, Clerk Group or in Grade I, Bookkeeper Group; or if appointed otherwise than by promotion from the Clerk or Bookkeeper Groups, at least two years of experience in work of Grade III, Clerk Group, or Grade I, Bookkeeper Group, character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

#### **COMPENSATION —**

##### **SENIOR CLERK**

The range of annual compensation of this position in this Grade for full time service is from \$1320 to \$1800, inclusive, with standard salary rates as follows: \$1320, \$1440, \$1560, \$1680, \$1800.

##### **SENIOR CLERK — BOOKKEEPER (INSTITUTIONAL)**

The range of annual compensation of this position in this Grade for full time service is from \$1080 to \$1260, inclusive, with maintenance, with standard salary rates as follows: \$1080, \$1140, \$1200, \$1260.

#### **SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rate to be designated does not exceed the value of the work to be performed.

**GRADE V (O 2 V)**

*Clerical Service  
Clerk Group*

**TITLES OF POSITIONS —**

CHIEF CLERK

PRINCIPAL CLERK

**DUTIES —***Definition:*

The duties of incumbents of these positions are to assume complete responsibility for the clerical work of a large department, requiring the highest degree of clerical knowledge and experience, and a high order of administrative ability in the direction of office procedure; or to perform specialized clerical work exacting the highest degree of judgment and skill.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade IV.

2. Not less than three years of service in Grade IV, or if appointed otherwise than by promotion from Grade IV, at least three years of experience in work of Grade IV character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1980 to \$2820, inclusive, with standard salary rates as follows: \$1980, \$2160, \$2340, \$2580, \$2820.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **EMPLOYMENT AGENT GROUP (C 3)**

*Clerical Service*

*Employment Agent Group*

***Definition:***

The term Employment Agent Group is used to identify those authorized employments of the Clerical Service, the incumbents of which are required to register applicants for employment, to judge their qualifications and assign them to positions and to solicit orders for employees from employers.

**GRADE I (0 3 I)**

*Clerical Service  
Employment Agent Group*

**TITLE OF POSITIONS —****REGISTRAR OF EMPLOYMENT****DUTIES —***Definition:*

The duties of incumbents of these positions, which may involve limited supervision, are to register applicants for employment, to judge their qualifications, to refer them to positions, to receive requests for workers from employers, to visit places of employment in order to obtain information regarding employment conditions and kinds of work and to solicit orders, and to perform other incidental duties of equivalent character.

*Examples:*

Registering applicants.  
Referring applicants to positions.  
Soliciting orders.  
Investigating employment conditions.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. A certificate of graduation from a public high school or proof of other training recognized by the State Civil Service Commission as the equivalent thereof, and in addition, at least three years of experience in work affording opportunities for meeting and dealing directly with people and acquiring knowledge of industrial conditions; *or*

2. A degree, diploma or certificate granted upon the completion of a standard course of instruction in a college of recognized standing; and in addition at least one year of experience affording opportunity for acquiring knowledge of industrial conditions.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$900 to \$1560, inclusive, with

standard salary rates as follows: \$900, \$960, \$1020, \$1080, \$1140, \$1200, \$1320, \$1440, \$1560.

**SPECIAL REGULATION GOVERNING ADVANCEMENT  
SALARY RATES —**

Advancement within this Grade is conditional upon appraisal under the rules of the State Civil Service Commission, indicating that the rate to be designated does not exceed the value of the work to be performed. The salary rates, \$1440 and \$1560, shall be assigned only to positions involving independent supervisory responsibility, which positions shall be identified by an appropriate working designation, such as "assistant superintendent."

**GRADE III (C 3 III)**

*Clerical Service  
Employment Agent Group.*

**TITLE OF POSITION —****DIRECTOR OF BUREAU OF EMPLOYMENT****DUTIES —***Definition:*

The duties of the incumbent of this position, which require the highest order of executive and managerial ability and technical knowledge of the subject of employment and the administration of an employment office, are to be responsible for the administration of the Bureau of Employment.

**QUALIFICATIONS —***The person holding this position shall have:*

1. The minimum qualifications prescribed for Grade II.
2. At least one year of graduate university training in sociology or sociological work in an institution of recognized standing; or at least one year of experience in original sociological research, or such experience in organizing or developing private or public employment agencies recognized by the State Civil Service Commission as the equivalent thereof.
3. Not less than three years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least three years of experience in work of Grade II character and standard.
4. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$3300 to \$4200, inclusive, with standard salary rates as follows: \$3300, \$3600, \$3900, \$4200.



**SPECIAL REGULATION GOVERNING ADVANCEMENT  
SALARY RATES—**

Advancement within this Grade is conditional upon appraisal by the State Civil Service Commission indicating that the rate to be designated does not exceed the value of the work to be performed.

**GRADE III (C 3 III)**

*Clerical Service  
Employment Agent Group.*

**TITLE OF POSITION —**

**DIRECTOR OF BUREAU OF EMPLOYMENT**

**DUTIES —***Definition:*

The duties of the incumbent of this position, which require the highest order of executive and managerial ability and technical knowledge of the subject of employment and the administration of an employment office, are to be responsible for the administration of the Bureau of Employment.

**QUALIFICATIONS —***The person holding this position shall have:*

1. The minimum qualifications prescribed for Grade II.

2. At least one year of graduate university training in sociology or sociological work in an institution of recognized standing; or at least one year of experience in original sociological research, or such experience in organizing or developing private or public employment agencies recognized by the State Civil Service Commission as the equivalent thereof.

3. Not less than three years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least three years of experience in work of Grade II character and standard.

4. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$3300 to \$4200, inclusive, with standard salary rates as follows: \$3300, \$3600, \$3900, \$4200.

**SPECIAL REGULATION GOVERNING ADVANCEMENT  
SALARY RATES—**

Advancement within this Grade is conditional upon appraisal by the State Civil Service Commission indicating that the rate to be designated does not exceed the value of the work to be performed.



## **INTERPRETER GROUP (C 4)**

*Clerical Service*

*Definition:* *Interpreter Group*

The term Interpreter Group is used to identify those authorized employments of the Clerical Service, the incumbents of which are required to write and speak English, and foreign languages, and to translate correctly and fluently speech or writing in those foreign languages into English or vice versa.

**GRADE I (C 4 I)**

*Clerical Service  
Interpreter Group*

**TITLE OF POSITIONS —****INTERPRETER****DUTIES —***Definition:*

The duties of incumbents of these positions, which are performed in connection with the official routine work of State departments, offices, or quasi-judicial bodies, are to converse and write in at least two foreign languages, and to translate correctly and fluently speech and writing in those languages into English or vice versa.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such training as is evidenced by ability to speak and translate fluently at least two foreign languages.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$960 to \$1440, inclusive, with standard salary rates as follows: \$960, \$1080, \$1140, \$1200, \$1320, \$1440.

**SPECIAL REGULATION GOVERNING ADVANCEMENT  
SALARY RATES —**

Advancement within this Grade is conditional upon appraisal by the State Civil Service Commission, indicating that the rate to be designated does not exceed the value of the work to be performed in the interpretation work of quasi-judicial bodies.

The salary rates, \$1320 and \$1440, shall be assigned only to positions involving special responsibility in the interpretation work of quasi-judicial bodies.

**GRADE II (O 4 II)**

*Clerical Service  
Interpreter Group*

**TITLE OF POSITIONS —****COURT INTERPRETER****DUTIES —***Definition:*

The duties of incumbents of these positions, which require the highest degree of personal honesty and accuracy, are to translate for interpretation to courts and other judicial bodies, testimony, speech and writing from foreign languages into English, or vice versa.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than three years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1800 to \$2340, inclusive, with standard salary rates, as follows: \$1800, \$1980, \$2160, \$2340.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.





## **PRIVATE SECRETARY GROUP (C 5)**

*Clerical Service*

*Definition:*

*Private Secretary Group*

The term Private Secretary Group is used to identify those authorized employments of the Clerical Service, the incumbents of which are required to act as personal agents or assistants to executive officials of important or large departments, to collect and interpret information as a basis for executive action, to relieve administrative officials of details of office work, and to represent them in matters pertaining to the enforcement of executive orders.

**GRADE I (C 5 I)***Clerical Service**Private Secretary Group***TITLE OF POSITIONS —****PRIVATE SECRETARY****DUTIES —***Definition:*

The duties of incumbents of these positions are to act as personal agents or assistants to executive officials of important and large departments, to collect and interpret information as a basis for executive action, to relieve administrative officials of details of office work and to represent them in matters pertaining to the enforcement of executive orders, and to perform incidental work of equivalent character and standard.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such qualifications as may be required by departmental executives.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1800 to \$3060, inclusive, with standard salary rates as follows: \$1800, \$1980, \$2160, \$2340, \$2580, \$2820, \$3060.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **PROCESS SERVER AND MESSENGER GROUP (C 6)**

*Clerical Service*

*Process Server and Messenger Group*

### ***Definition:***

The term Process Server and Messenger Group is used to identify those authorized employments of the Clerical Service, the incumbents of which are required to serve legal notices, to deliver important or confidential messages and papers and to perform incidental clerical and investigational work.

**GRADE I (C 6 I)**

*Clerical Service*  
*Process Server and Messenger Group*

**TITLES OF POSITIONS —**

**PROCESS SERVER**  
**MESSENGER**

**DUTIES —***Definition:*

The duties of incumbents of these positions, which require the highest degree of trustworthiness, are to serve legal notices; to receive for delivery and deliver valuable documents, papers, and confidential messages, for important State departments, and to perform incidental clerical and investigational work.

*Example:*

Serving subpoenas and summonses.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade III of the Clerk Group of the Clerical Service.
2. Not less than two years of service in Grade II of the Clerk Group of the Clerical Service, or if appointed otherwise than by promotion from the Clerk Group, at least two years of experience in work of Grade II, Clerk Group, character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —****PROCESS SERVER**

The range of annual compensation of this Grade for full time service is from \$900 to \$1260, inclusive, with standard salary rates as follows: \$900, \$960, \$1020, \$1080, \$1140, \$1200, \$1260.

**MESSENGER**

The range of annual compensation of this position in this Grade for full time service is from \$840 to \$1080, inclusive, with standard salary rates as follows: \$840, \$900, \$960, \$1020, \$1080.

**SPECIAL REGULATION GOVERNING THE LAST TWO  
SALARY RATES FOR PROCESS SERVER**

The last two salary rates, \$1200 and \$1260, shall be assigned only to positions involving supervisory or independent responsibility. Such rates shall be designated after individual appraisal, under the rules of the State Civil Service Commission, indicating that the rate so determined does not exceed the value of the work to be performed.



## **SUPERVISOR OF PUBLICATION GROUP (C 7)**

*Clerical Service*

*Supervisor of Publication Group*

***Definition:***

The term Supervisor of Publication Group is used to identify those authorized employments of the Clerical Service, the incumbents of which are required to issue orders embracing detailed instructions regarding size, style, type, stock, ruling and binding for the printing of publications of a State department or of the entire State government, including annual and special reports and miscellaneous forms, bulletins and pamphlets, to estimate the cost thereof, to direct and supervise the reading and revising of printers' proof and the distribution of publications, and to perform other related work.

**GRADE I (C 7 I)**

*Clerical Service*  
*Supervisor of Publication Group*

**TITLE OF POSITION —**

**ASSISTANT SUPERVISOR OF PUBLICATION  
 DUTIES —**

*Definition:*

The duties of the incumbent of this position are to check and audit legislative and department printing bills, to compute quantities on printing contract bids, to tabulate and record printing bids and to perform other work of an equivalent character and standard in connection with the supervision and control of all State printing.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. Not less than two years of experience in printing and publishing work requiring familiarity with printing terms, costs and rates, and affording opportunity to become familiar with the type of work covered in this position.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1200 to \$1680, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560, \$1680.



**GRADE II (C 7 II)**

*Clerical Service*  
*Inspector of Publication Group*

**TITLE OF POSITIONS —****SUPERVISOR OF PUBLICATION****DUTIES —***Definition:*

The duties of incumbents of these positions are to issue orders embracing detailed instructions regarding size, style, type, stock, ruling and binding for the printing of publications of a State department, including annual and special reports and miscellaneous forms, bulletins and pamphlets, to estimate the cost thereof, to direct and supervise the reading and revising of printers' proof and the distribution of publications, and to perform other related work.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than three years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least five years of experience in printing and publishing work affording opportunity to acquire a thorough knowledge of the work covered in the position to be filled.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1800 to \$2580, inclusive, with standard salary rates as follows: \$1800, \$1980, \$2160, \$2340, \$2580.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this grade are conditional upon appraisal under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE III (C 7 III)***Clerical Service**Supervisor of Publication Group***TITLE OF POSITION —****CHIEF SUPERVISOR OF PUBLICATION****DUTIES —***Definition:*

The duties of the incumbent of this position are to direct and assume complete responsibility for the activities of that department or other unit of State government charged with the supervision and control of all State printing.

**QUALIFICATIONS —***The person holding this position shall have:*

1. Not less than three years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least eight years of experience in printing and publishing work affording opportunity to become familiar with the type of work covered in this position, at least five years of which shall have been in an administrative capacity.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2820 to \$3540, inclusive, with standard salary rates as follows: \$2820, \$3060, \$3300, \$3540.

## **STENOGRAPHER GROUP (C 8)**

*Clerical Service  
Stenographer Group*

### ***Definition:***

The term Stenographer Group is used to identify those authorized employments of the Clerical Service, the incumbents of which are required to record dictation by shorthand or by any other abbreviated process, to transcribe such record on a typewriter, and to perform incidental clerical work.

**GRADE I (C 8 I)**

*Clerical Service  
Stenographer Group*

**TITLE OF POSITIONS —**

JUNIOR STENOGRAPHER

JUNIOR STENOTYPIST

JUNIOR STENOGRAPHER (INSTITUTIONAL)

**DUTIES —***Definition:*

The duties of incumbents of these positions are to record simple dictation by shorthand or by any other abbreviated process, to transcribe such record on a typewriter, and to perform incidental clerical work.

*Examples:*

Taking and transcribing routine correspondence, reports, notices and office memoranda.

Operating a dictation machine.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

JUNIOR STENOGRAPHER

JUNIOR STENOTYPIST

The range of annual compensation of these positions in this Grade for full time service is from \$540 to \$780, inclusive, with standard salary rates as follows: \$540, \$600, \$660, \$720, \$780.

JUNIOR STENOGRAPHER (INSTITUTIONAL)

The range of annual compensation of this position in this Grade for full time service is from \$420 to \$540, inclusive, with maintenance, with standard salary rates as follows: \$420, \$480, \$540.

NOTE.—Sixty dollars shall be added to the above salary rates for junior stenographer (institutional) where it is necessary to employ male stenographers owing to emergency requirements and other special demands.

**GRADE II (C 8 II)**

*Clerical Service  
Stenographer Group*

**TITLE OF POSITIONS —**

STENOGRAPHER

STENOTYPIST

STENOGRAPHER (INSTITUTIONAL)

**DUTIES —***Definition:*

The duties of incumbents of these positions are to record dictation of technical, scientific, legal or other matter recognized as difficult, and to transcribe such record with accuracy and skill on a typewriter; to answer independently minor executive correspondence, and to perform incidental clerical work.

*Examples:*

Taking and transcribing legal briefs, opinions, agreements and statements.

Taking and transcribing scientific communications, reports and papers.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.

2. Not less than one year of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least one year of experience in work of Grade I character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

STENOGRAPHER

STENOTYPIST

The range of annual compensation of these positions in this Grade for full time service is from \$840 to \$1080, inclusive, with standard salary rates as follows: \$840, \$900, \$960, \$1020, \$1080.

**STENOGRAPHER (INSTITUTIONAL)**

The range of annual compensation of this position in this Grade for full time service is from \$720 to \$900, inclusive, with maintenance, with standard salary rates as follows: \$720, \$780, \$840, \$900.

**NOTE.**—Sixty dollars shall be added to the above salary rates for stenographer (institutional) where it is necessary to employ male stenographers, owing to emergency requirements and other special demands.

**GRADE III (C 8 III)**

*Clerical Service  
Stenographer Group*

**TITLE OF POSITIONS —**

SENIOR STENOGRAPHER  
SENIOR STENOTYPIST

**DUTIES —***Definition:*

The duties of incumbents of these positions are to supervise a stenographic bureau; to act in a secretarial capacity to executive officers; to report departmental hearings and investigations; to perform important stenographic or secretarial services, in relation to and which require a knowledge of, legal or other specialized procedures, and to perform incidental clerical work.

*Examples:*

Supervising the general stenographic force of a large bureau or department.

Answering independently, correspondence for departmental executives.

Reporting testimony at departmental hearings.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.

2. Not less than two years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least two years of experience in work of Grade II character and standard; or not less than two years of service in Grade III, Clerk Group, as a clerk-stenographer.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1200 to \$1800, inclusive, with standard salary rates at follows: \$1200, \$1320, \$1440, \$1560, \$1680, \$1800.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



**GRADE IV (C 8 IV)**

*Clerical Service  
Stenographer Group*

**TITLES OF POSITIONS —**

COURT STENOGRAPHER  
HEARING STENOGRAPHER

**DUTIES —***Definition:*

The duties of incumbents of these positions are to perform work requiring the highest degree of stenographic skill and a comprehensive knowledge of court procedure, and to perform incidental clerical work.

*Example:*

Acting as hearing stenographer to the Governor.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade III.
2. Not less than three years of service in Grade III, or if appointed otherwise than by promotion from Grade III, at least three years of experience in taking testimony at hearings.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2160 to \$2820, inclusive, with standard salary rates as follows: \$2160, \$2340, \$2580, \$2820.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **TELEPHONE OPERATOR GROUP (C 9)**

*Clerical Service*

*Telephone Operator Group*

### ***Definition:***

The term Telephone Operator Group is used to identify those authorized employments of the Clerical Service, the incumbents of which are required to operate telephone switchboards, and to perform incidental clerical work.

**GRADE I (C 9 I)***Clerical Service**Telephone Operator Group***TITLES OF POSITIONS —****TELEPHONE OPERATOR****TELEPHONE OPERATOR (INSTITUTIONAL)****DUTIES —***Definition:*

The duties of incumbents of these positions which require knowledge of the relations of a department with other departments and with the public, are to operate telephone switchboards, other than monitor or small boards, to keep record of telephone calls, and to perform incidental clerical work.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than one year of experience in operating telephone switchboards.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —****TELEPHONE OPERATOR**

The range of annual compensation of this position in this Grade for full time service is from \$540 to \$1020, inclusive, with standard salary rates as follows: \$540, \$600, \$660, \$720, \$780, \$840, \$900, \$960, \$1020.

**TELEPHONE OPERATOR (INSTITUTIONAL)**

The range of annual compensation of this position in this Grade for full time service is from \$420 to \$540, inclusive, with maintenance, with standard salary rates as follows: \$420, \$480, \$540.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **TYPIST GROUP (C 10)**

*Clerical Service  
Typist Group*

### ***Definition:***

The term Typist Group is used to identify those authorized employments of the Clerical Service, the incumbents of which are required to operate an ordinary or special typewriter and to perform incidental clerical work.

**GRADE I (C 10 I)**

*Clerical Services  
Typist Group*

**TITLE OF POSITIONS —****JUNIOR TYPIST****DUTIES —***Definition:*

The duties of incumbents of these positions are to type communications, reports and miscellaneous memoranda from prepared manuscript and to perform incidental clerical work.

*Examples:*

Copying information on prescribed forms.  
Typewriting form letters.  
Cutting stencils for duplicating machines.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$420 to \$660, inclusive, with standard salary rates as follows: \$420, \$480, \$540, \$600, \$660.

**GRADE II (C 9 II)***Clerical Service  
Typist Group***TITLE OF POSITIONS —****TYPIST****DUTIES —***Definition:*

The duties of incumbents of these positions are to typewrite difficult or technical matter, requiring ability to rearrange, expand, segregate or tabulate involved material, and to perform incidental clerical work.

*Examples:*

Copying legal documents.

Operating special billing machines or book typewriters.

Copying involved accounting and statistical tables.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.

2. Not less than one year of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least one year of experience in work of Grade I character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$720 to \$1020, inclusive, with standard salary rates as follows: \$720, \$780, \$840, \$900, \$960, \$1020.





## **PROFESSIONAL AND SCIENTIFIC SERVICE**

### **SYMBOL (D)**

*Definition:*

The term Professional and Scientific Service is used to identify those authorized employments of the State Government the incumbents of which are required to direct, supervise or perform services which involve training and experience in the established professions or in the recognized branches of scientific research.



## **ACCOUNTANT GROUP (D 1)**

*Professional and Scientific Service*

***Definition:***

***Accountant Group***

The term Accountant Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to collect, collate, analyze and interpret financial data, to examine books of accounts and report upon their accuracy and significance, or to devise, install and supervise business procedure in regard to financial and auditing methods.

**GRADE I (D 1 I)***Professional and Scientific Service  
Accountant Group***TITLE OF POSITIONS —****JUNIOR ACCOUNTANT****DUTIES —***Definition:*

The duties of incumbents of these positions are to perform, under supervision, detail work involved in the audit, examination and investigation of financial transactions, and to compile data for financial reports.

*Examples:*

Verifying extensions and footings.

Taking and checking trial balances.

Analyzing and reconciling simple accounts.

Checking ledger postings with registers.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such training in accounting as is evidenced by a certificate granted on completion of a standard course of instruction in an accounting school of recognized standing, or proof of other training in accounting recognized by the State Civil Service Commission as the equivalent thereof; *or*

2. Not less than two years of service in Grade I of the Bookkeeper Group of the Clerical Service, or if appointed otherwise than by promotion from the Bookkeeper Group, at least two years of experience in double entry bookkeeping work of Grade I Bookkeeper Group, character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$960 to \$1320, inclusive, with standard salary rates as follows: \$960, \$1080, \$1200, \$1320.

## GRADE II (D 1 II)

*Professional and Scientific Service  
Accountant Group*

## TITLE OF POSITIONS —

## ACCOUNTANT

## DUTIES —

*Definition:*

The duties of incumbents of these positions are to perform important detail work involved in the audit, examination and investigation of financial transactions, and to report thereon, to supervise a section of an important examination, to conduct independently an examination of minor scope, and to devise and install simple accounting systems in State departments, bureaus and offices.

*Examples:*

Analyzing and reconciling intricate accounts.

Examining accounts of institutions.

Supervising a section of an examination of a public utility company.

## QUALIFICATIONS —

*Persons holding these positions shall have:*

## (a) As a basis for promotion:

1. Not less than two years of service in Grade I; or

**NOTE.**—Previous practical experience outside the State service of at least one year, in work of Grade I character and standard shall be accepted as the equivalent of one year of service in Grade I.

2. Not less than three years of service in Grade II of the Bookkeeper Group of the Clerical Service.

3. Such additional qualifications as may be required by the State Civil Service Commission.

## (b) As a basis for original appointment:

1. Not less than two years of experience in work of Grade I character and standard; or

2. Not less than two years of experience in supervising a unit of organization charged with

the keeping of financial records, in keeping controlling or involved financial records, or in preparing balance sheets, special financial and other intricate statements and reports.

3. Such additional qualifications as may be required by the State Civil Service Commission.

#### **COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1440 to \$2160, inclusive, with standard salary rates as follows: \$1440, \$1560, \$1680, \$1800, \$1980, \$2160.

#### **SPECIAL REGULATION GOVERNING SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE III (D 1 III)***Professional and Scientific Service  
Accountant Group***TITLE OF POSITIONS —****SENIOR ACCOUNTANT  
AUDITOR****DUTIES —***Definition:*

The duties of incumbents of these positions are to conduct independently, audits, examinations and investigations of major importance, and to report thereon, to devise and install new methods of accounting procedure of complex nature, and to give critical and constructive accounting and auditing advice of a high order.

*Examples:*

Supervising an examination of a public utility company.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than two years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least two years of experience in work of Grade II character and standard.
3. Evidence of having fulfilled the requirements in auditing and accounting theory and practice, except that of experience, set by the Board of Regents of the University of the State of New York, for a certificate to practice as a Certified Public Accountant, or proof of other training in accounting recognized by the State Civil Service Commission as the equivalent thereof.
4. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2340 to \$3540, inclusive, with standard salary rates as follows: \$2340, \$2580, \$2820, \$3060, \$3300, \$3540.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



**GRADE IV (D 1 IV)***Professional and Scientific Service  
Accountant Group***TITLES OF POSITIONS —**

CHIEF ACCOUNTANT  
 SUPERVISING ACCOUNTANT  
 SUPERVISING AUDITOR

**DUTIES —***Definition:*

The duties of incumbents of these positions are to supervise an entire accounting division of a unit of State government engaged in the examination and investigation of the accounting method of executive departments, and public utility companies; or to supervise directly a number of simultaneous audits and examinations, and to give critical and constructive accounting and auditing advice of the highest order.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade III.
2. Not less than three years of service in Grade III, or if appointed otherwise than by promotion from Grade III, at least three years of experience in work of Grade III character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$3900 to \$5400, inclusive, with standard salary rates as follows: \$3900, \$4200, \$4500, \$4800, \$5100, \$5400.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **ACTUARY GROUP (D 2)**

*Professional and Scientific Service  
Actuary Group*

*Definition:*

The term Actuary Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to collect, tabulate, verify, analyze and interpret actuarial data, to prepare actuarial formulae, and to give critical and constructive actuarial advice.

**GRADE I (D 2 I)***Professional and Scientific Service  
Actuary Group***TITLE OF POSITIONS —****ASSISTANT ACTUARY****DUTIES —***Definition:*

The duties of incumbents of these positions are to assist in the direction and supervision of an actuarial unit of a State department charged with the collection, tabulation, verification, analysis and interpretation of actuarial data, to prepare actuarial formulae, and to give critical and constructive actuarial advice.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such training and experience in the theory and practice of the actuarial science as is evidenced by membership in an actuarial society of recognized standing.

2. Not less than four years of experience in actuarial methods and practice, requiring a thorough knowledge of higher mathematics and a practical knowledge of the Insurance Law of the State of New York, the law of contracts, agency, and other subjects of commercial practice, and the science of accounting, and a broad understanding of social and economic phenomena.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2340 to \$3300, inclusive, with standard salary rates as follows: \$2340, \$2580, \$2820, \$3060, \$3300.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE II (D 2 II)***Professional and Scientific Service  
Actuary Group***TITLE OF POSITIONS —****ACTUARY****DUTIES —***Definition:*

The duties of incumbents of these positions, which require the widest experience in actuarial work and the highest degree of specialized knowledge and skill in the actuarial science, are to direct and supervise an actuarial unit of a State department charged with the collection, tabulation, verification, analysis and interpretation of actuarial data, to prepare actuarial formulae, and to give critical and constructive actuarial advice of the highest order.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than three years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The annual compensation of this Grade for full time service is \$3600 and up.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **AGRONOMIST GROUP (D 3)**

*Definition:* *Professional and Scientific Service  
Agronomist Group*

The term Agronomist Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to conduct field and laboratory experiments in soils and crops and to apply the results of such research to the promotion of crop production.

**GRADE I (D 3 I)**

*Professional and Scientific Service  
Agronomist Group*

**TITLE OF POSITIONS —****ASSISTANT AGRONOMIST****DUTIES —***Definition:*

The duties of incumbents of these positions are to conduct detailed laboratory and field experiments in soils and crops and to prepare notes and reports upon same.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such education as is evidenced by a degree, certificate or diploma granted on completion of a standard course of instruction in a college of recognized standard, including at least two years of instruction in chemistry and physics, with special reference to soil composition and fertility and plant nutrition.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1680, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440, \$1560, \$1680.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



**GRADE II (D 3 II)**

*Professional and Scientific Service  
Agronomist Group*

**TITLE OF POSITIONS —****AGRONOMIST****DUTIES —***Definition:*

The duties of incumbents of these positions, which require the highest degree of specialized knowledge of agronomy, are to direct and be responsible for the work of employees in Grade I in the conduct of field and laboratory experiments and research, to make independent experiments and studies and to apply the results of such research to the promotion of crop production, and perform other related work of equivalent character and standard.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1800 to \$3060, inclusive, with standard salary rates as follows: \$1800, \$1980, \$2160, \$2340, \$2580, \$2820, \$3060.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **ARCHEOLOGIST GROUP (D 4)**

***Definition:***

***Professional and Scientific Service  
Archeologist Group***

The term Archeologist Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to study and conduct research work involving archeological, ethnological and philological analysis, the classification and preparation of collections of the State museum, and to prepare reports on the results of research and observations.

**GRADE I (D 4 I)***Professional and Scientific Service  
Archeologist Group***TITLES OF POSITIONS —****ASSISTANT ARCHEOLOGIST****DUTIES —***Definition:*

The duties of incumbents of these positions are to assist in the collection, classification and study of archeological, ethnological, philological and anthropological materials, and to assist in field and laboratory experiments and research.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such training in archeology and history as is evidenced by a degree, diploma or certificate granted on the completion of a standard course of instruction, including at least two years of study in archeology and history in a college of recognized standing, or other proof of training in archeology and history recognized by the State Civil Service Commission as the equivalent thereof.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1680, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440, \$1560, \$1680.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE II (D 4 II)**

*Professional and Scientific Service  
Archeologist Group*

**TITLE OF POSITIONS —****ARCHEOLOGIST****DUTIES —***Definition:*

The duties of incumbents of these positions, which require the highest degree of specialized knowledge of archeology, are to direct and assume responsibility for the work of employees in Grade I in the conduct and reporting of field and laboratory experiments and research and to study, classify and prepare collections for the State museum.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1800 to \$3060, inclusive, with standard salary rates as follows: \$1800, \$1980, \$2160, \$2340, \$2580, \$2820, \$3060.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **ARCHITECT GROUP (D 5)**

*Professional and Scientific Service  
Architect Group*

*Definition:*

The term Architect Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to make architectural surveys, studies, designs, plans and specifications for State institutional buildings, armories, parks or other State projects, and to supervise and inspect the construction, alteration and repair of the same and make reports thereon.

**GRADE I (D 5 I)**

*Professional and Scientific Service  
Architect Group*

**TITLE OF POSITIONS —****ARCHITECTURAL ASSISTANT****DUTIES —***Definition:*

The duties of incumbents of these positions are to perform, under supervision, simple and elementary work in architecture, in the field or office.

*Examples:*

Laying out simple architectural drawings.  
Tracing and lettering.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than three years of experience in elementary work in architecture in the field or office; or
2. Not less than two years of training in a technical school of recognized standing in a standard course of study, leading to the degree of Bachelor of Architecture.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$840 to \$1080, inclusive, with standard salary rates as follows: \$840, \$900, \$960, \$1020, \$1080.



**GRADE II (D 5 II)**

*Professional and Scientific Service  
Architect Group*

**TITLE OF POSITIONS —****JUNIOR ARCHITECTURAL DESIGNER****DUTIES\* —***Definition:*

The duties of incumbents of these positions, which may involve supervision, are to execute definite instructions in minor architectural projects in the field or office.

*Examples:*

- Developing sketches.
- Preparing working drawings.
- Making full sized details.
- Inspecting, investigating and reporting relative to architectural work.
- Making studies of methods for solving problems in connection with a general plan.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

**(a) As a basis for promotion:**

1. Not less than two years of service in Grade I.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**(b) As a basis for original appointment:**

1. A degree of Bachelor of Architecture granted on completion of a standard course of instruction in a school of recognized standing, and in addition at least one year of practical experience in architectural work of Grade I character and standard; *or*
2. Not less than five years of experience in architectural work, provided that training in architecture at a school of recognized standing will be

\* These specifications contemplate that routine inspection of architectural projects under supervision will be performed by "Inspectors of Buildings" recruited from the first grade, Inspector of Buildings Group, Inspectional Service. See page 383.

accepted as the equivalent of three years of the experience requirement in this section.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1200 to \$1800, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560, \$1680, \$1800.

**GRADE III (D 5 III)***Professional and Scientific Service  
Architect Group***TITLES OF POSITIONS —****ARCHITECTURAL DESIGNER  
SUPERVISOR OF BUILDING CONSTRUCTION****DUTIES —***Definition:*

The duties of incumbents of these positions, which involve supervision of squads or other units of employes, are to plan, design and prepare specifications and estimates for architectural projects; to assume independent responsibility for the inspection of construction work in progress; and to perform work of related character and standard.

*Examples:*

Laying out contract and working drawings, scale and full sized details, perspective and renderings.

Making cost of estimates.

Securing consents and casements for projected work.

Inspecting materials and workmanship in the execution of contracts.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

**(a) As a basis for promotion:**

1. Not less than three years of service in Grade II.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**(b) As a basis for original appointment:**

1. A degree of Bachelor of Architecture granted on completion of a standard course of instruction in a school of recognized standing, and in addition not less than three years of experience in architectural work in the field or office; *or*

2. Not less than five years of experience in architectural work in the branch covered in the position to be filled.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1980 to \$2580, inclusive, with standard salary rates as follows: \$1980, \$2160, \$2340, \$2580.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE IV (D 5 IV)***Professional and Scientific Service  
Architect Group***TITLES OF POSITIONS —**

SENIOR ARCHITECTURAL DESIGNER  
CHIEF SUPERVISOR OF BUILDING CON-  
STRUCTION

**DUTIES —***Definition:*

The duties of incumbents of these positions are to assume independent responsibility for the work of a unit or a division charged with the planning, designing and preparation of specifications and estimates for architectural projects, to assume final responsibility under the contract of the State Architectural Department for the inspection of construction projects, to furnish architectural advice of a high order and to perform work of a related character and standard incidental to the design, plan or construction of such projects.

**QUALIFICATIONS —***Persons holding these positions shall have:***(a) As a basis for promotion:**

1. Not less than three years of service in Grade III.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**(b) As a basis for original appointment:**

1. A degree of Bachelor of Architecture granted on completion of a standard course of instruction in a school of recognized standing, and in addition not less than five years of experience in the field or office in architectural work; *or*

2. Not less than eight years of experience in architectural work in the branch covered in the position to be filled, at least three years of which shall have been in a minor executive capacity.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2820 to \$3900, inclusive, with standard salary rates as follows: \$2820, \$3060, \$3300, \$3600, \$3900.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE V (D & V)***Professional and Scientific Service  
Architect Group***TITLE OF POSITIONS —****ARCHITECT****DUTIES —***Definition:*

The duties of incumbents of these positions, which require the highest order of technical and executive ability, are to assume entire responsibility for an important architectural unit, to give independent critical architectural advice of the highest order as a basis for executive action, and to perform work of related character and standard.

**QUALIFICATIONS —***Persons holding these positions shall have:***(a) As a basis for promotion:**

1. Not less than three years of service in Grade IV as a Senior Architectural Designer.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**(b) As a basis for original appointment:**

1. A degree of Bachelor of Architecture granted on completion of a standard course of instruction in a school of recognized standing, and in addition not less than eight years of experience in architectural work, at least three years of which shall have been of Grade IV character and standard; *or*
2. Not less than eleven years of experience in architectural work, at least three years of which shall have been of Grade IV character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$4200 to \$4800, inclusive, with standard salary rates as follows: \$4200, \$4500, \$4800.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **BACTERIOLOGIST GROUP (D 6)**

*Professional and Scientific Service  
Bacteriologist Group*

***Definition:***

The term Bacteriologist Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to conduct original research in bacteriology, to investigate the processes of infection and immunity as they relate to the diagnosis, prevention or cure of disease, to diagnose disease by the examination of microscopic specimens or otherwise, to make and prepare antitoxins, serums, and vaccines for use in the prevention or cure of disease, and to perform other work as may be required in the procuring, preparation, examination and diagnosis of bacteriological specimens.

**GRADE I (D 6 I)**

*Professional and Scientific Service  
Bacteriologist Group*

**TITLE OF POSITIONS —****LABORATORY APPRENTICE****DUTIES —***Definition:*

The duties of incumbents of these positions are to perform, under supervision, simple laboratory routine not requiring independent judgment or ability in research work.

*Examples:*

Setting up laboratory apparatus.  
Sterilizing apparatus.  
Preparing solutions and media.  
Preparing veal and starch agar.  
Preparing, mounting and staining pathological specimens. Transferring cultures of bacteria and making simple examinations.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such education as is evidenced by a degree, diploma or certificate granted upon completion of a standard course of instruction in a college of recognized standing, or a certificate of at least two years of special training in science recognized by the State Civil Service Commission as the equivalent thereof.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$600 to \$840, inclusive, with standard salary rates as follows: \$600, \$720, \$840.

**GRADE II (D 6 II)****TITLE OF POSITIONS —**

*Professional and Scientific Service  
Bacteriologist Group*

**LABORATORY ASSISTANT****DUTIES —***Definition:*

The duties of incumbents of these positions are to perform, under supervision, routine laboratory work and to assist in the conduct of simple laboratory research work.

*Examples:*

Standardizing diphtheria and tetanus toxins and anti-toxins.

Preparing reagents for Wassermann tests.

Assisting in the complement fixation test.

Assisting in the preparation of diphtheria cultures for diagnosis.

Assisting in the preparation of antityphoid vaccine.

Making presumptive tests for the presence of colon bacilli.

Diagnosing cultures for diphtheria; making sputum tests for tuberculosis; making Widal tests.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.

2. Such training in bacteriology or serology as is evidenced by a degree, diploma or certificate granted on completion of a standard course of instruction, in an institution of recognized standing, including at least two years of bacteriological or serological laboratory work;  
*or*

3. Not less than one year of experience in bacteriological or serological work in a laboratory of recognized standing.

4. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$900 to \$1140, inclusive, with standard salary rates as follows: \$900, \$1020, \$1140.

**GRADE III (D 6 III)****TITLE OF POSITIONS —***Professional and Scientific Service  
Bacteriologist Group***ASSISTANT BACTERIOLOGIST  
ASSISTANT SEROLOGIST****DUTIES —***Definition:*

The duties of incumbents of these positions, which may involve supervision of employes in Grades I and II, are to exercise independent judgment in and be responsible for bacteriological or serological examinations, and to conduct research work under supervision.

*Examples:*

Making bacteriological examination of soil, milk, water.

Supervising the examination of blood specimens used in Wassermann tests and complement fixation tests for bacterial and other antibodies.

Preparing, testing and standardizing toxins, antitoxins, serums and vaccines.

Isolating and identifying pathogenic organisms.

Conducting research in agricultural bacteriology.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.

2. Not less than two years of service in Grade II or, if appointed otherwise than by promotion from Grade II, at least three years of experience in bacteriological or serological work of Grade II character and standard in a laboratory of recognized standing.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1320 to \$1800, inclusive, with standard salary rates as follows: \$1320, \$1440, \$1560, \$1680, \$1800.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SAL-  
ARY RATES —**

Advancement within this Grade is conditional upon appraisal under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE IV (D 6 IV)****TITLE OF POSITIONS —***Professional and Scientific Service  
Bacteriologist Group***DUTIES —****BACTERIOLOGIST  
SEROLOGIST***Definition:*

The duties of incumbents of these positions, which may involve supervision of employes in Grades I, II, and III, are to perform, supervise and be responsible for specialized bacteriological or serological work in an important laboratory, to perform independent experiments and to conduct original bacteriological or serological research of the widest scope and importance.

*Examples:*

Supervising the bacteriological work at the State Agricultural Experiment Station.

Directing the diagnostic laboratory of the State Health Laboratories.

Acting as assistant to the director of the bacteriological laboratory at the quarantine station of the Port of New York.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade III.
2. Not less than two years of service in Grade III, or if appointed otherwise than by promotion from Grade III, at least three years of experience in work of Grade III character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1980 to \$3540, inclusive, with standard salary rates as follows: \$1980, \$2160, \$2340, \$2580, \$2820, \$3060, \$3300, \$3540.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed. The last two salary rates \$3300, and \$3540 shall be assigned only to positions the incumbent of which is acting as assistant director of the State Health Laboratories.

**GRADE V (D 6 V)**

**TITLE OF POSITION —** *Professional and Scientific Service  
Bacteriologist Group*

DIRECTOR OF LABORATORIES (STATE  
HEALTH DEPARTMENT)

DIRECTOR OF LABORATORIES (QUARAN-  
TINE)

**DUTIES —***Definition:*

The duties of the incumbent of these positions, which require the highest order of specialized knowledge, are to supervise and be responsible for the entire work of a State health laboratory or laboratories and to give independent, expert or critical advice of the highest order in the study and practice of bacteriology, serology and pathology.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. The minimum qualifications prescribed for Grade IV.
2. Not less than three years of service in Grade IV, or if appointed otherwise than by promotion from Grade IV, at least four years of experience in work of Grade IV character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The annual compensation of this Grade for full time service with standard salary rates is \$3600 and up.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **BIOLOGIST GROUP (D 7)**

*Professional and Scientific Service  
Biologist Group.*

*Definition:*

The term Biologist Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to inaugurate and conduct research in biological problems relating to heredity, disease carriers, tumors, cell structures and behavior, animal parasites and in related bacteriological problems.

**GRADE I (D 7 I)***Professional and Scientific Service  
Biologist Group.***TITLE OF POSITIONS —****BIOLOGIST****DUTIES —***Definition:*

The duties of incumbents of these positions, which involve supervision of assigned employees, are to inaugurate and conduct research in biological problems relating to heredity, disease carriers, tumors, cell structures and behavior, animal parasites and in related bacteriological problems.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such training in biology as is evidenced by a degree granted on completion of a standard course of instruction in a college of recognized standing, including the completion of courses in biology and allied sciences as major subjects.
2. Not less than three years of experience in biological research with evidence of success in this field as recorded by recognized authorities under whom they have worked.
3. A knowledge of French and German sufficient to permit of accurate translation of scientific articles relating to biology.
4. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2580 to \$3300, inclusive, with maintenance, with standard salary rates as follows: \$2580, \$2820, \$3060, \$3300.

## **BOTANIST GROUP (D 8)**

### ***Definition:***

*Professional and Scientific Service  
Botanist Group*

The term Botanist Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to collect, study, classify and preserve the flora of the State, to prepare exhibits, to investigate the causes of diseases of plants, to apply the results of such research to the control of plants and plant diseases and to prepare reports on the results of experiments and observations.

**GRADE I (D 8 I)**

*Professional and Scientific Service  
Botanist Group*

**TITLE OF POSITIONS —****ASSISTANT BOTANIST****DUTIES —***Definition:*

The duties of incumbents of these positions are to collect, study, classify and preserve the flora of the State, to conduct laboratory research, to prepare reports upon observations, to prepare exhibits and to perform other duties of equivalent character and standard.

*Examples:*

Making field studies of diseased plants.  
Checking and observing the results of experiments.  
Making analyses and tests of agriculture seeds.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such training in botany or biology as is evidenced by a degree, diploma or certificate granted on completion of a standard course of instruction, including at least two years of study in botany or biology in a college of recognized standing.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1680, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440, \$1560, \$1680.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE II (D 8 II)**

*Professional and Scientific Service.  
Botanist Group*

**TITLE OF POSITIONS —**

**BOTANIST  
PLANT PATHOLOGIST**

**DUTIES —***Definition:*

The duties of incumbents of these positions, which require the highest degree of specialized knowledge of botany, are to direct and be responsible for the work of employees in Grade I in the conduct of field and laboratory experiments and research, to make independent experiments and studies and to apply the results of such research to the control of plant diseases.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1800 to \$3540, inclusive, with standard salary rates as follows: \$1800, \$1980, \$2160, \$2340, \$2580, \$2820, \$3060, \$3300, \$3540.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **CHAPLAIN GROUP (D 9)**

*Professional and Scientific Service  
Chaplain Group*

The term Chaplain Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to minister to the spiritual wants and comforts of persons in the employ, care or custody of the State at prisons, hospitals and institutions.

**GRADE I (D 9 I)**

*Professional and Scientific Service  
Chaplain Group*

**TITLE OF POSITIONS —****CHAPLAIN****DUTIES —***Definition:*

The duties of incumbents of these positions are to minister to the spiritual wants and comforts of persons in the employ, care or custody of the State at hospitals and charitable institutions.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. A certificate of ordination in a church or congregation.
2. Not less than one year of experience as a minister of religion.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for *full time* service is from \$600 to \$1200, inclusive, with standard salary rates as follows: \$600, \$720, \$840, \$960, \$1080, \$1200.

**SPECIAL REGULATION GOVERNING SALARY RATE FOR  
PART TIME SERVICE —**

For occasional visits or part time service special rates shall be designated, after appraisal, provided that the maximum honorarium or compensation for such visits or service shall not exceed \$50 per month.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



**GRADE II (D 9 II)**

*Professional and Scientific Service  
Chaplain Group*

**TITLE OF POSITIONS —****PRISON CHAPLAIN****DUTIES —***Definition:*

The duties of incumbents of these positions are to minister to the spiritual wants and comforts of persons in the employ or custody of the State at prisons and, in addition, to report on applicants for parole, to purchase and regulate the use of books prescribed, to collect and tabulate sociological statistics of inmates, and to censor and prepare correspondence of prisoners when necessary.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than three years of experience as a minister of religion.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1980 to \$2340, inclusive, with standard salary rates as follows: \$1980, \$2160, \$2340.

**SPECIAL REGULATION GOVERNING SALARY RATE FOR PART TIME SERVICE —**

For occasional visits or part time service special rates shall be designated, after appraisal, provided that the maximum honorarium or compensation for such visits or service shall not exceed \$50 per month.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **CHEMIST AND PHYSICIST GROUP (D 10)**

*Professional and Scientific Service  
Chemist and Physicist Group*

***Definition:***

The term Chemist and Physicist Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to perform routine or original research work in chemistry or physics involving the making and recording of chemical or physical tests or analyses, and to perform such other work as may be involved in the analysis and testing of substances.

**GRADE 1 (D 10 I)**

*Professional and Scientific Services  
Chemist and Physicist Group*

**TITLES OF POSITIONS —**

JUNIOR CHEMIST  
JUNIOR PHYSICIST

**DUTIES —***Definition:*

The duties of incumbents of these positions are to make, under supervision, routine chemical or physical analysis or tests of an ordinary character, to perform definite details of difficult analyses or tests, and to conduct research work within this field.

*Examples:*

Making routine tests or analyses of asphalt, milk, rubber, paints, ink, water, paper, sand, and other construction materials.

Making routine tests or examinations of cultures and specimens of bacteria, fertilizers, feeding stuffs, insecticides and fungicides.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such training in chemistry or physics as is evidenced by a degree granted on completion of a standard course of instruction in a technical school or college of recognized standing, including at least two years of laboratory work in chemistry or physics; *or*

2. Not less than two years of experience in the practice of chemistry or physics in a laboratory of recognized standing.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1320, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320.

**GRADE II (D 10 II)***Professional and Scientific Service  
Chemist and Physicist Group***TITLES OF POSITIONS —**

ASSISTANT CHEMIST

ASSISTANT PHYSICIST

ASSISTANT PHYSIOLOGICAL CHEMIST

**DUTIES —***Definition:*

The duties of incumbents of these positions, which may involve supervision of employes in Grade I, are to assume responsibility for a division of chemical or physical work in an important laboratory, and to make difficult chemical or physical analyses and tests.

*Examples:*

Supervising the analytical work in an important laboratory.

Conducting and recording the results of experiments in biological and agricultural chemistry.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.

2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1440 to \$1800, inclusive, with standard salary rates as follows: \$1440, \$1560, \$1680, \$1800.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE III (D 10 III)**

*Professional and Scientific Services  
Chemist and Physiologist Group*

**TITLES OF POSITIONS —**

CHEMIST  
PHYSIOLOGIST  
PHYSIOLOGICAL CHEMIST

**DUTIES —***Definition:*

The duties of incumbents of these positions, which require the highest degree of skill and judgment in the practice of chemistry or physics, are to direct and be responsible for the work of a small laboratory or a primary division of a large laboratory; or to initiate, conduct and supervise difficult chemical and physical research work.

*Examples:*

Directing the analytical work on food and other materials, inspected and sampled by the Department of Agriculture.

Directing the analytical and investigational work of the chemical laboratory of the Agricultural Experiment Station.

Supervising the testing and chemical analysis of materials used in construction.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.

2. Not less than three years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least four years of experience in work of Grade II character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1980 to \$3540, inclusive, with standard salary rates as follows: \$2160, \$2340, \$2580, \$2820, \$3060, \$3300, \$3540.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

The last two salary rates, \$3300 and \$3540, shall be assigned only to positions the incumbents of which are acting as assistant directors of important laboratories.

**GRADE IV (D 10 IV)**

*Professional and Scientific Service  
Chemist and Physiologist Group*

**TITLE OF POSITION —****BIOLOGICAL CHEMIST****DUTIES —***Definition:*

The duties of the incumbent of this position, which involve the application of advanced scientific technique and research methods, are to undertake the solution of biological chemical problems in their relation to disease and to supervise and be entirely responsible for the work in a particular field of research of an important laboratory.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. Such training in physiological and physical chemistry as is evidenced by a degree granted upon completion of a standard course of instruction in a college of recognized standing, including the completion of standard courses in these chemical sciences as major subjects.

2. Not less than three years of experience in biological chemical research with evidence of ability to undertake the solution of biological chemical problems in their relation to disease and to inaugurate scientific research in this field as recorded by recognized authorities under whom he has worked.

3. A knowledge of French and German sufficient to permit of accurate translation of scientific articles relating to biological chemistry.

4. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$3300 to \$4500, inclusive, with standard salary rates as follows: \$3300, \$3600, \$3900, \$4200, \$4500.



**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **DENTIST GROUP (D 11)**

*Professional and Scientific Service  
Dentist Group*

***Definition:***

The term Dentist Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to perform such work in the investigation, reporting, prevention, care and treatment of diseases or abnormal conditions of the teeth and adnexa as may be lawfully performed by dentists.

**GRADE I (D 10 I)***Professional and Scientific Service  
Dentist Group***TITLE OF POSITIONS —****DENTIST****DUTIES —***Definition:*

The duties of incumbents of these positions are to perform all operations common to dental practice.

*Examples:*

Filling, cleaning and extracting teeth.  
Correcting dental deformities.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. A license to practice dentistry issued by the Board of Regents of the University of the State of New York.
2. Not less than two years of experience in the practice of dentistry.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for *full time* service is from \$900 to \$1200, inclusive, with maintenance, with standard salary rates as follows: \$900, \$960, \$1080, \$1200.

The range of annual compensation of this Grade for *part time* service, of not less than *eighteen* hours per week is from \$720 to \$960, inclusive, without maintenance, with standard salary rates as follows: \$720, \$840, \$960.

The range of annual compensation of this Grade for *part time* service of not less than *six* hours per week is from \$480 to \$600, inclusive, without maintenance, with standard salary rates as follows: \$480, \$540, \$600.

**SPECIAL REGULATION GOVERNING COMPENSATION FOR  
OCCASIONAL SERVICE —**

For occasional service requiring less than six hours per week, special rates shall be designated, after appraisal, on an hourly basis, provided that the rate shall not exceed \$2.50 per hour and the total charge therefor shall not exceed \$30.00 per month.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SAL-  
ARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **DIRECTOR OF RESEARCH GROUP (D 12)**

*Professional and Scientific Service  
Director of Research Group*

### ***Definition:***

The term Director of Research Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to institute, direct and supervise scientific research in subjects or problems affecting the public welfare and interests, not covered in any other Group specification.

**GRADE I (D 12 I)**

*Professional and Scientific Service  
Director of Research Group*

**TITLE OF POSITION —**

**DIRECTOR OF THE STATE AGRICULTURAL  
EXPERIMENT STATION**

**DUTIES —***Definition:*

The duties of the incumbent of this position, which require the highest degree of training in scientific research and demonstrated administrative ability, are to direct, supervise and assume complete responsibility for the activities and policy of the State Agricultural Experiment Station, subject to the approval of the governing body.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. Extensive training in the sciences relating to agriculture, demonstrated administrative ability and considerable experience in public affairs, with special reference to agricultural problems.

2. Such additional qualifications as may be required by the State Civil Service Commission acting in co-operation with the Board of Control of the State Agricultural Experiment Station.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$5100 to \$5700, inclusive, with standard salary rates as follows: \$5100, \$5400, \$5700.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **ENGINEER GROUP (D 13)**

*Professional and Scientific Service  
Engineer Group*

***Definition:***

The term Engineer Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to perform work requiring training or experience in civil, mechanical, electrical, sanitary, chemical or other specialized engineering branches.

**GRADE I (D 13 I)***Professional and Scientific Service  
Engineer Group***TITLE OF POSITIONS —****ENGINEERING ASSISTANT****DUTIES —***Definition:*

The duties of incumbents of these positions are to perform, under instruction and supervision, elementary or apprentice work in field or office in one or more of the specialized engineering branches.

*Examples:*

Holding a rod.  
 Making measurements with a steel tape.  
 Tracing simple designs.  
 Tabulating estimates.  
 Inspecting minor details of engineering work.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than two years of training in an engineering school of recognized standing in a course leading to an engineering degree; *or*
2. Not less than one year of practical experience in engineering work, in the field or office.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$720 to \$1080, inclusive, with standard salary rates as follows: \$720, \$780, \$840, \$900, \$960, \$1020, \$1080.

**SPECIAL REGULATION GOVERNING THE INITIAL RATE —**

Such training in civil, mechanical, electrical, sanitary or other engineering branches as is evidenced by a degree granted on completion of a standard course of instruction in an engineering school of recognized standing shall be accepted as the equivalent of the first three years of service in this Grade.

Three years of practical experience in engineering apprentice work, in addition to the minimum requirements of the State Civil Service Commission for appointment at the initial rate, shall be accepted as the equivalent of three years of service within this Grade.

Where allowance is made for technical training or practical experience under this special regulation, the State Civil Service Commission shall add such tests to the competitive examination for this Grade as are necessary to determine the compliance with the prescribed training or experience standards.

**SPECIAL REGULATION GOVERNING SALARY OF TEMPORARY EMPLOYEES —**

Standard salary rates for temporary service in this Grade shall be designated under the rules of the State Civil Service Commission on the basis of existing conditions provided that the third rate, \$900, shall be the maximum for any such employment.

**GRADE II (D 13 II)***Professional and Scientific Services  
Engineer Group***TITLES OF POSITIONS —**

JUNIOR ASSISTANT ENGINEER  
 JUNIOR ASSISTANT CIVIL ENGINEER  
 JUNIOR ASSISTANT ELECTRICAL ENGINEER  
 JUNIOR ASSISTANT MECHANICAL ENGINEER  
 JUNIOR ASSISTANT SANITARY ENGINEER

**DUTIES —***Definition:*

The duties of incumbents of these positions are to assume responsibility for the execution of definite instructions in a minor section or division of an engineering project or activity in the field or office; to direct, under supervision, the operation of minor engineering projects in the field or office; and to perform work of related character and standard.

*Examples:*

Running a transit or level.

Preparing or examining plans and designs, under supervision, for concrete construction, bridges, mechanical and electrical appliances.

Inspecting engineering work and materials.

Preparing general working drawings for engineering projects.

Making computations and compiling data for reports and cost records.

Directing the operation of electrically driven machinery.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

(a) The minimum qualifications prescribed for Grade I.

(b) Not less than three years of service in Grade I, or if appointed otherwise than by promotion from Grade I, three years of experience in work of Grade I character and standard; provided that training in civil, mechanical, electrical, sanitary or other engineering branches as is evidenced by a degree granted on the completion of a standard course of instruction in an

engineering school of recognized standing, shall be accepted in lieu of two years of the service or experience requirement in this section.

(c) Such additional qualifications as may be required by the State Civil Service Commission.

#### **COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1200 to \$1800, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560, \$1680, \$1800.

**NOTE.**— The range of annual compensation for Junior Assistant Electrical Engineers, performing duties involving the supervision of employes in the operation of electrically driven machinery is for full time service from \$1,440 to \$1,800, with standard salary rates as follows: \$1,440, \$1,560, \$1,680, \$1,800.

#### **SPECIAL REGULATION GOVERNING COMPENSATION OF TEMPORARY EMPLOYES —**

Standard salary rates for temporary service in this Grade shall be designated under the rules of the State Civil Service Commission on the basis of existing conditions provided that the third rate, \$1440, shall be the maximum for any such employment.

**GRADE III (D 13 III)***Professional and Scientific Service  
Engineer Group***TITLES OF POSITIONS —**

ASSISTANT ENGINEER  
 ASSISTANT CHEMICAL ENGINEER  
 ASSISTANT CIVIL ENGINEER  
 ASSISTANT ELECTRICAL ENGINEER  
 ASSISTANT MECHANICAL ENGINEER  
 ASSISTANT SANITARY ENGINEER

**DUTIES —***Definition:*

The duties of incumbents of these positions are to assume responsibility for the making of surveys or the preparation of plans, designs, specifications and contracts for a minor section of a large engineering project, or the major section of a small engineering project; to supervise or inspect construction work of such project; to operate a completed section of such project; or to make investigations of and reports upon engineering projects, as a basis for executive action.

*Examples:*

Directing a field party on surveys, construction or repair work.

Supervising a squad or division in designing and preparing plans, estimates and specifications.

Assuming responsibility for the construction, installation or operation of a minor division under a pumping, watershed, power production, purification or sewage disposal project; or the installation of a heating, lighting, plumbing or electrical plant.

Preparing a highway lay-out and grades.

Making engineering investigations and reports relating to building encroachments, sewer construction, sewage disposal, traffic conditions, highway opening proceedings or applications for franchises.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

**(a) As a basis for promotion:**

1. Not less than three years of service in Grade II.

2. Such additional qualifications as may be required by the State Civil Service Commission.

(b) **As a basis for original appointment:**

1. Not less than seven years of experience in the particular branch of engineering work covered in the position to be filled; provided that such training in chemical, civil, mechanical, electrical, sanitary or other engineering branches as is evidenced by a degree granted on completion of a standard course of instruction in an engineering school of recognized standing shall be accepted as the equivalent of two years of the experience requirement of this section.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1980 to \$2580, inclusive, with standard salary rates as follows: \$1980, \$2160, \$2340, \$2580.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE IV (D 13 IV)***Professional and Scientific Service  
Engineer Group***TITLES OF POSITIONS —**

SENIOR ASSISTANT ENGINEER  
 SENIOR ASSISTANT CHEMICAL ENGINEER  
 SENIOR ASSISTANT CIVIL ENGINEER  
 SENIOR ASSISTANT ELECTRICAL ENGINEER  
 SENIOR ASSISTANT MECHANICAL ENGINEER  
 SENIOR ASSISTANT SANITARY ENGINEER

**DUTIES —***Definition:*

The duties of incumbents of these positions are to supervise and assume complete responsibility for the work of a main division of a small organization, or a large subdivision of one of the main divisions of a large organization, involving surveying, designing or construction; or to maintain or operate a major section of a large engineering project; or to make independent investigations of and reports upon engineering projects, as a basis for executive action.

*Examples:*

Supervising a main division of a large bureau of design.

Supervising the construction, installation or operation of a major division of a large power production, purification or disposal plant.

Supervising the installation of a major division of a heating, lighting, plumbing or electrical plant.

Supervising the construction, operation, maintenance or repair of a major division of sewers, highways, bridges, aqueducts, reservoirs, tunnels or public buildings.

Supervising engineering investigations, inspections, estimates and reports for municipal improvements.

Taking charge of a section of the work on the Barge canal, such as assuming charge of a residency in the State Engineer's office.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

**(a) As a basis for promotion:**

1. Not less than two years of service in Grade III.



2. Such additional qualifications as may be required by the State Civil Service Commission.

**(b) As a basis for original appointment:**

1. Not less than nine years of experience in engineering work, at least half of which shall have been in the particular branch of engineering work covered in the position to be filled, and three years of which shall have been in an executive capacity; provided that such training in chemical, civil, mechanical, electrical, sanitary or other engineering branches as is evidenced by a degree granted on completion of a standard course of instruction in an engineering school of recognized standing, shall be accepted as the equivalent of two years of the experience requirement of this section.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2820 to \$3540, inclusive, with standard salary rates as follows: \$2820, \$3060, \$3300, \$3540.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE V (D 13 V)***Professional and Scientific Service  
Engineer Group***TITLES OF POSITIONS —****ENGINEER****CHEMICAL ENGINEER****CIVIL ENGINEER****ELECTRICAL ENGINEER****MECHANICAL ENGINEER****SANITARY ENGINEER****DUTIES —***Definition:*

The duties of incumbents of these positions, which require a high degree of executive ability and specialized engineering technique, and which involve the making of decisions in administrative and engineering matters, subject to statutory limitation only, are to supervise and assume complete responsibility for the work of a small independent organization; or to supervise and assume complete responsibility for the work of a primary division of a large organization; or to make independent investigations of and reports upon engineering projects, as a basis for executive action.

*Examples:*

Acting as chief engineer of a bureau of a large department.

Acting as a division engineer of one of the three divisions in the State Engineer's office.

**QUALIFICATIONS —***Persons holding these positions shall have:***(a) As a basis for promotion:**

1. Not less than three years of service in Grade IV.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**(b) As a basis for original appointment:**

1. Not less than twelve years of experience in engineering work, at least half of which shall have been in the particular branch of engineering

work covered in the position to be filled, and four years of which shall have been in a major executive capacity; provided that such training in chemical, civil, mechanical, electrical, sanitary or other engineering branches as is evidenced by a degree granted on completion of a standard course of instruction in an engineering school of recognized standing shall be accepted as the equivalent of two years of the experience requirement of this section.

2. Such additional qualifications as may be required by the State Civil Service Commission.

#### **COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$3900 to \$5400, inclusive, with standard salary rates as follows: \$3900, \$4200, \$4500, \$4800, \$5100, \$5400.

#### **SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE VI (D 13 VI)***Professional and Scientific Service  
Engineer Group***TITLES OF POSITIONS —**

CHIEF ENGINEER  
CONSULTING ENGINEER  
SUPERVISING ENGINEER

**DUTIES —***Definition:*

The duties of incumbents of these positions, which require the highest order of executive or advisory ability, and which involve the making of final decisions in administrative and engineering matters, subject to statutory limitation only, are to supervise and assume complete responsibility for all the engineering work of a large independent organization; or to supervise the construction of engineering projects or works of great magnitude and complexity; or to give independent expert or critical engineering advice of the highest order, as a basis for executive action relative to work of this scope.

**QUALIFICATIONS —***Persons holding these positions shall have:***(a) As a basis for promotion:**

1. Not less than three years of service in Grade V.

2. Such additional qualifications as may be required by the State Civil Service Commission or the appointing agency.

**(b) As a basis for original appointment:****CHIEF ENGINEER**

1. Not less than fifteen years of experience in engineering work, at least half of which shall have been in the particular branch of engineering work covered in the position to be filled, and five years of which shall have been in a major executive capacity.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**CONSULTING ENGINEER  
SUPERVISING ENGINEER**

1. Not less than fifteen years of experience in the particular branch of engineering work covered in the position to be filled.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The annual compensation of this Grade for full time service with standard salary rates is as follows: \$5700 and up.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## ENTOMOLOGIST GROUP (D 14)

### *Definition:*

*Professional and Scientific Service  
Entomologist Group*

The term Entomologist Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to investigate and study the life, habits and history of insects, to conduct and report upon experiments and research in order to develop efficient and remedial measures for conserving and protecting agricultural plants, orchards and vineyards from destruction by insects, to collect specimens for experimentation, propagation and exhibition, and to act as consultants and advisors on entomological subjects.

**GRADE I (D 14 I)**

*Professional and Scientific Service  
Entomologist Group*

**TITLE OF POSITIONS —****ASSISTANT ENTOMOLOGIST****DUTIES —***Definition:*

The duties of incumbents of these positions are to make, under supervision, investigations and studies of the life, habits and history of insects, to conduct field experiments, to collect specimens and prepare same for exhibition, and to perform other duties of related character and standard.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such training in biology as is evidenced by a degree, diploma or certificate granted on the completion of a standard course of instruction, including at least two years of study in insect histology, anatomy and ecology, by a college of recognized standing, or proof of other training in entomology recognized by the State Civil Service Commission as the equivalent thereof.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade, for full time service is from \$1080 to \$1680, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440, \$1560, \$1680.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



**GRADE II (D 14 II)**

*Professional and Scientific Service  
Archeologist Group*

**TITLE OF POSITIONS —****ENTOMOLOGIST****DUTIES —***Definition:*

The duties of incumbents of these positions, which require the highest degree of specialized knowledge of entomology, are to direct and be responsible for the work of employes in Grade I in the conduct of field and laboratory experiments and research, and to make independent experiments and apply the results of such research to the destruction and control of insect pests.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1800 to \$3540, inclusive, with standard salary rates as follows: \$1800, \$1980, \$2160, \$2340, \$2580, \$2820, \$3060, \$3300, \$3540.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **FISH CULTURIST GROUP (D 15)**

*Professional and Scientific Service  
Fish Culturist Group*

***Definition:***

The term Fish Culturist Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to direct, supervise and be responsible for the activities of that bureau of a State department charged with the propagation and distribution of fishes for conservation purposes.

**GRADE I (D 15 I)**

*Professional and Scientific Service  
Fish Culturist Group*

**TITLE OF POSITION —****FISH CULTURIST****DUTIES —***Definition:*

The duties of the incumbent of this position, which require the highest degree of specialized knowledge in fish culture and demonstrated administrative ability, are to direct, supervise and be responsible for the activities of that bureau of a State department charged with the propagation and distribution of fishes for conservation purposes.

**QUALIFICATION —***The person holding this position shall have:*

1. Extensive training in the science relating to fish culture and demonstrated administrative ability.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$3060 to \$4200, inclusive, with standard salary rates as follows: \$3060, \$3300, \$3600, \$3900, \$4200.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **FORESTER GROUP (D 16)**

*Professional and Scientific Service  
Forester Group.*

*Definition:*

The term Forester Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to plant, cultivate and conserve trees, to prevent and apply remedies or treatment for the extirpation of fungus growths and other diseases or hazards, and to perform related work in cruising, surveying, or plotting for the protection of trees and reforestation.

**GRADE I (D 16 I)****TITLE OF POSITIONS —****FORESTER****DUTIES —***Definition:*

The duties of incumbents of these positions are to supervise laborers or other employes in the planting or treatment of trees, the making of surveys, cruises and inspections incidental thereto, to instruct and advise public and private agencies or institutions on subjects of tree cultivation and conservation upon assignment.

*Examples:*

Cruising and estimating standing timber.  
 Surveying and locating boundary lines.  
 Supervising the planting of trees.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such training in forestry as is evidenced by a degree granted on the completion of a standard course of instruction in a forestry school of recognized standing, or proof of other training recognized by the State Civil Service Commission as the equivalent thereof.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1680, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440, \$1560, \$1680.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE II (D 16 II)**

*Professional and Scientific Service  
Forester Group*

**TITLE OF POSITION —****ASSISTANT SUPERINTENDENT OF FORESTS****DUTIES —***Definition:*

The duties of the incumbent of this position, which require a high degree of technical training and executive ability in forestry matters, are to assist in the direction of a primary unit of organization charged with the conservation of State forests, and to give advice to State departments and other agencies on subjects relative to tree cultivation and conservation.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. The minimum qualifications prescribed for Grade I.

2. Not less than five years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least five years of experience in forestry work of Grade I character and standard, not less than two of which shall have been in New York State.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2160 to \$2820, inclusive, with standard salary rates as follows: \$2160, \$2340, \$2580, \$2820.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE III (D 16 III)**

*Professional and Scientific Service  
Forester Group*

**TITLE OF POSITION —****SUPERINTENDENT OF FORESTS****DUTIES —***Definition:*

The duties of the incumbent of this position, which require the highest degree of technical training and executive ability in forestry matters, are to direct and assume complete responsibility for the activities of a primary unit of organization charged with the conservation of State forests and to give expert advice to State departments on subjects relative to tree cultivation and conservation.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. The minimum qualifications prescribed by Grade I.
2. Not less than seven years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least seven years of experience in forestry work, not less than two of which shall have been in New York State, and at least two of which shall have been in an executive or supervisory capacity.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$3060 to \$4200, inclusive, with standard salary rates as follows: \$3060, \$3300, \$3600, \$3900, \$4200.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **GEOLOGIST GROUP (D 17)**

*Professional and Scientific Service*  
**Definition:** *Geologist Group*

The term Geologist Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to study the geological resources of the State, to conduct research work involving the chemical, mineralogical, geological and paleontological analyses of the various strata and deposits, to study the historical changes of the topography of the State, to classify specimens for the State Museum and other governmental agencies, to tabulate statistics and prepare reports on the results of research and observations.

**GRADE I (D 17 I)***Professional and Scientific Service  
Geologist Group***TITLES OF POSITIONS —****ASSISTANT MINERALOGIST****ASSISTANT GEOLOGIST****DUTIES —****ASSISTANT MINERALOGIST***Definition:*

The duties of incumbents of these positions are to collect, classify and study rock, mineral and earth deposits, and prepare specimens for the State Museum or other governmental agencies.

**ASSISTANT GEOLOGIST***Definition:*

The duties of incumbents of these positions are to study the economic geological resources of the State, to analyze chemically the various strata and deposits, to study the historical changes of the topography of the State, to classify specimens for the State Museum or other governmental agencies, tabulate statistics and prepare reports on the results of observations.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such training in mineralogy, chemistry and geology as is evidenced by a degree, diploma or certificate granted on completion of a standard course of instruction, including at least two years of study in mineralogy, chemistry and geology in a college of recognized standing; or proof of other training and recognized by the State Civil Service Commission as the equivalent thereof.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —****ASSISTANT MINERALOGIST**

The range of annual compensation of this position in this Grade for full time service is from \$1080 to

\$1800, inclusive, with standard salary rates as follows:  
\$1080, \$1200, \$1320, \$1440, \$1560, \$1680, \$1800.

#### **ASSISTANT GEOLOGIST**

The range of annual compensation of this position in this Grade for full time service is from \$1080 to \$1560, inclusive, with standard salary rates as follows:  
\$1080, \$1200, \$1320, \$1440, \$1560.

#### **SPECIAL REGULATION GOVERNING ADVANCEMENT SAL- ARY RATES —**

Advancement within this Grade is conditional upon appraisal under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE II (D 17 II)***Professional and Scientific Service  
Geologist Group***TITLES OF POSITIONS —****GEOLOGIST  
PALEONTOLOGIST****DUTIES —****GEOLOGIST***Definition:*

The duties of incumbents of these positions are to conduct and report upon special investigations pertaining to the geological resources of the State, to collect statistics in the mining and quarrying industries, to collect, study and classify geological specimens, to prepare geological material for the State Museum or other governmental agencies, and to give advice in reference to geological and related problems.

**PALEONTOLOGIST***Definition:*

The duties of incumbents of these positions are to collect, study and classify, report upon and prepare for the State Museum or other governmental agencies geological specimens in which are embedded fossils, and related specimens which record life and history.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1800 to \$3060, inclusive, with standard salary rates as follows: \$1800, \$1980, \$2160, \$2340, \$2580, \$2820, \$3060.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE III (D 17 III)**

*Professional and Scientific Service  
Geologist Group*

**TITLE OF POSITION —**

**DIRECTOR OF NATURAL SCIENCE AND  
STATE MUSEUM**

**DUTIES —***Definition:*

The duties of the incumbent of this position, which require the highest degree of specialized knowledge of natural science in all its branches, are to institute and supervise geological surveys of the State and to direct the activities of the State Museum.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than four years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least four years of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$4200 to \$5100, inclusive, with standard salary rates as follows: \$4200, \$4500, \$4800, \$5100.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **HORTICULTURIST GROUP (D 18)**

*Professional and Scientific Service  
Horticulturist Group*

*Definition:*

The term Horticulturist Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to conduct scientific experiments and investigations in the culture of fruits, vegetables and flowers, to prepare bulletins, to deliver lectures and give advice to growers on horticulture or related subjects.

**GRADE I (D 18 I)**

*Professional and Scientific Service  
Horticulturist Group*

**TITLE OF POSITIONS —****ASSISTANT HORTICULTURIST****DUTIES —***Definition:*

The duties of incumbents of these positions are to conduct experiments and investigations along the lines or phases of work involved in the study of the culture of fruits, vegetables and flowers, to supervise culture work, to prepare records and reports and to lecture and advise on related subjects.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such training in horticulture as is evidenced by a degree, diploma or certificate granted on completion of a standard course of instruction in a college of agriculture of recognized standing; and in addition not less than two years of experience in the inspection, care and study of fruits, vegetables and plants or in related work; *or*

2. A certificate of graduation from a high school, and such training as is evidenced by a certificate granted on completion of one or more courses in horticulture in a college of agriculture of recognized standing, and in addition thereto not less than five years of experience in some branch of fruit or plant industry in a supervising capacity.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1200 to \$1800, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560, \$1680, \$1800.



**SPECIAL REGULATION GOVERNING ADVANCEMENT SAL-  
ARY RATES—**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE II (D 18 II)**

*Professional and Scientific Service  
Horticulturist Group*

**TITLE OF POSITIONS —****HORTICULTURIST****DUTIES —***Definition:*

The duties of the incumbent of this position, which require a high degree of executive ability and technical training are to assume independent responsibility for the activities of that bureau or other primary unit of the State department charged with the conduct of scientific experiments and investigations in the culture of fruits, vegetables and flowers, to prepare reports, deliver lectures and furnish expert advice on horticulture and related subjects.

**QUALIFICATIONS -***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than three years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least five years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2580 to \$3540, inclusive, with standard salary rates as follows: \$2580, \$2820, \$3060, \$3300, \$3540.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **LAWYER GROUP (D 19)**

***Definition:***

***Professional and Scientific Service  
Lawyer Group***

The term Lawyer Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to conduct actions and proceedings to which the State or an officer thereof is a party or is interested ; or to render legal advice or assistance to public officers.

**GRADE I (D 19 I)***Professional and Scientific Service  
Lawyer Group***TITLES OF POSITIONS —**JUNIOR COUNSEL  
LAW CLERK**DUTIES —***Definition:*

The duties of incumbents of these positions, which require skill and judgment but not a high degree of independent responsibility, are to prepare and conduct minor investigations and hearings; to assist in important cases, investigations and hearings; and to perform, under direction, other legal work not involving a high degree of independent responsibility.

**QUALIFICATIONS —**

## JUNIOR COUNSEL

*Persons holding these positions shall have:*

1. A certificate or record of admission to the bar of the State of New York.
2. Not less than one year of experience, after admission to the bar, in legal work such as preparing memoranda of law, and assisting in the preparation and trial of cases.
3. Such additional qualifications as may be required by the State Civil Service Commission.

## LAW CLERK

*Persons holding these positions shall have:*

1. Not less than three years of experience or special training in a law department or other law office affording special opportunity to become familiar with legal theory and practice or court procedure.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1200 to \$1980, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560, \$1680, \$1800, \$1980.

**SPECIAL REGULATION GOVERNING SALARY RATES OF JUNIOR COUNSEL —**

The entrance and other salary rates of the positions of junior counsel classified within this Grade, except as provided by law for the Attorney-General's department, are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES OF LAW CLERK —**

Advancement of the positions of law clerk classified within this Grade is conditional upon appraisal under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE II (D 19 II)***Professional and Scientific Service  
Lawyer Group***TITLES OF POSITIONS —****ASSOCIATE COUNSEL  
TITLE EXAMINER****DUTIES —****ASSOCIATE COUNSEL***Definition:*

The duties of incumbents of these positions, which require special legal training and independent responsibility, are to conduct important cases, investigations and hearings, and to perform other legal work of equivalent character and standard.

*Examples:*

- Preparing pleadings, memoranda and briefs.
- Arguing motions, demurrers or appeals.
- Trying actions and proceedings.

**TITLE EXAMINER***Definition:*

The duties of incumbents of these positions, which require special training in real estate law, and familiarity with legal and court procedure relative thereto, are to examine or direct the examination and searching of titles to real estate, and to perform work of related character and standard.

**QUALIFICATIONS —****ASSOCIATE COUNSEL**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Junior Counsel in Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**TITLE EXAMINER**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Junior Counsel in Grade I.

2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least two years of experience in work of Grade I character and standard, provided that such service or experience shall include at least two years of work in the examination of titles.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —****ASSOCIATE COUNSEL**

The range of annual compensation of this position in this Grade for full time service is from \$2160 to \$3540, inclusive, with standard salary rates as follows: \$2160, \$2340, \$2580, \$2820, \$3060, \$3300, \$3540.

**TITLE EXAMINER**

The range of annual compensation of this position in this Grade for full time service is from \$1800 to \$2820 with standard salary rates as follows: \$1800, \$1980, \$2160, \$2340, \$2580, \$2820.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade, except as provided by law for the Attorney-General's department, are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE III (D 19 III)**

*Professional and Scientific Service  
Lawyer Group*

**TITLES OF POSITIONS —**

COUNSEL

DEPUTY ATTORNEY-GENERAL

**DUTIES —***Definition:*

The duties of incumbents of these positions, which involve the performance of the highest order of legal work, are to direct and be responsible for the legal work of a department; or an important unit of the Attorney-General's office; or to render the highest order of legal assistance or service to public officers.

*Examples:*

- Acting as legal advisor to the Governor.
- Acting as advisory counsel on the most important legal matters.
- Conducting the most important litigation.
- Having charge of a bureau conducting the examination of titles to State lands.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than three years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least three years of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The annual compensation of this Grade for full time service with standard salary rates is \$3900 and up.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions



classified within this Grade, except as provided by law for the Attorney-General's department, are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **NURSE GROUP (D 20)**

### ***Definition:***

*Professional and Scientific Service  
Nurse Group*

The term Nurse Group is used to identify those authorized employments of the Professional and Scientific service, the incumbents of which must either have a certificate of registration as a registered nurse issued by the Board of Regents of the University of the State of New York, or have been graduated from a training school for nurses of a State hospital, charitable institution or other training school of recognized standing, and are required to care for and treat sick and mentally defective patients confined in State hospitals, charitable institutions, reformatories and prisons; and to investigate, prevent, correct and report conditions unfavorable to the health of individuals or communities.

**GRADE I (D 20 I)**

*Professional and Scientific Service  
Nurse Group*

**TITLE OF POSITIONS —****NURSE****DUTIES —***Definition:*

The duties of incumbents of these positions are to assist in the treatment, medication and care of assigned sick or infirm patients, to supervise, under direction, work of assigned ward attendants, to keep the necessary clinical and ward records and to perform such other routine nursing work as may be incident to the health, comfort and safety of patients under their supervision.

*Examples:*

Taking and recording temperatures, pulse and respiration.

Administering medicine and other treatment as ordered.

Dressing minor surgical operations; applying poultices, packs, etc.

Making rounds with physicians.

Giving therapeutic or other baths.

Preparing and serving special or other diets.

Bathing, dressing, feeding, observing and exercising patients.

Assisting in and directing the cleaning of wards, halls, floors, etc.

Making beds, changing linen, etc.

Fumigating, repairing and checking patients' clothing.

Sterilizing surgical instruments and equipment.

Keeping daily clinical records, record of seizures and accidents.

Supervising work group, walking or amusement parties.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. A certificate or license to practice as a registered nurse issued by the Board of Regents of the University of the State of New York; or

2. A certificate of graduation from the training school for nurses of a State hospital, charitable institution or other training school for nurses of recognized standing.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**\*COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$420 to \$516, inclusive, with maintenance, for men, and from \$360 to \$456, inclusive, with maintenance, for women, with standard salary rates as follows: Men, \$420, \$444, \$468, \$492, \$516. Women, \$360, \$384, \$408, \$432, \$456.

Advancement from rate to rate within this Grade shall be made upon the completion of a term of at least six months of satisfactory service.

**REGULATION GOVERNING COMPENSATION FOR SPECIAL SERVICES —**

Where nurses in this Grade regularly perform special duties of massagist or chiropodist, having duly completed recognized courses of training in these lines of work, and the need for such services has been approved by the administrative agency charged with control, persons designated for such services shall receive \$90 per annum in addition to the above standard rates.

**SPECIAL REGULATION GOVERNING SALARY RATES OF NURSES AT RAYBROOK AND THE PORT OF NEW YORK —**

For services of this Grade at the Raybrook State Hospital for the Treatment of Incipient Tuberculosis, and the State Quarantine Hospitals at the Port of New York, an additional compensation of \$120 per annum shall be added to the above standard rates.

\* NOTE.— For extra compensation governing night service, see general regulation.

**GRADE II (D 20 II)***Professional and Scientific Service  
Nurse Group***TITLE OF POSITIONS —****CHARGE NURSE****DUTIES —***Definition:*

The duties of incumbents of these positions are to take charge, under direction, of an assigned ward or small group of wards and of the patients, nurses and ward attendants therein and to instruct and assist them in their work; to assist in the treatment, medication and care of a group or groups of patients of a ward or small group of wards; to take charge of an operating room and of the nurses and attendants therein employed; to take charge of the hydrotherapeutic work in a division of a hospital; to supervise and assist in the cleaning and ventilation of wards and living quarters; to keep the necessary clinical and ward records, and to perform such other duties as may be incident to the health, comfort and safety of patients under their supervision.

*Examples:*

Ordering on requisition, ward supplies.

Arranging for the exercise and employment of patients.

Making rounds with physicians and assisting in carrying out their orders.

Supervising and assisting in the dressing, bathing, feeding and general care of patients.

Taking charge of a number of wards on night duty.

Taking charge of the operating room.

Assuming responsibility for general order and cleanliness of a ward and the cleanliness and well being of the patients therein.

Performing such other duties as may be assigned in connection with the ward service.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.

2. Not less than one year of service in Grade I, or if appointed otherwise than by promotion from Grade I,

at least one year of experience in work of Grade I character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

#### **COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$516 to \$588, inclusive, with maintenance, for men, and from \$456 to \$528, inclusive, with maintenance, for women, with standard salary rates as follows: Men, \$516, \$540, \$564, \$588. Women, \$456, \$480, \$504, \$528.

Advancement from rate to rate within this Grade shall be made upon the completion of a term of at least six months of satisfactory service.

#### **SPECIAL REGULATION GOVERNING SALARY RATES OF NURSES AT RAYBROOK AND THE PORT OF NEW YORK —**

For services of this Grade at the Raybrook State Hospital for the Treatment of Incipient Tuberculosis, and the State Quarantine Hospitals at the Port of New York, an additional compensation of \$120 per annum shall be added to the above standard rates.

**GRADE III (D 20 III)***Professional and Scientific Service  
Nurse Group***TITLES OF POSITIONS —****SUPERVISOR  
HOSPITAL MATRON****DUTIES —****SUPERVISOR***Definition:*

The duties of incumbents of these positions, which require a high degree of executive and professional ability, are to take charge of the nursing, care and supervision of a large number of patients comprising several wards, and to direct and be responsible for the work of all charge nurses, nurses and attendants employed therein, to enforce physicians' orders, to prepare time and other prescribed reports, and to perform such other duties as may be incident to the supervision, nursing and treatment of a large number of patients.

*Example:*

Acting as supervisor of ward service, State hospital.

**HOSPITAL MATRON***Definition:*

The duties of incumbents of these positions are to take charge of the household activities and general nursing within the hospital of a State charitable institution.

*Example:*

Acting as Hospital Matron of the Training School for Girls, Hudson.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.

2. Not less than one year of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least one year of experience in work of Grade II character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.



**COMPENSATION —****SUPERVISOR**

The range of annual compensation of this Grade for full time service is from \$630 to \$780, inclusive, with maintenance, for men, and from \$540 to \$690, inclusive, with maintenance, for women, with standard salary rates as follows: Men, \$630, \$690, \$750, \$780. Women, \$540, \$600, \$660, \$690.

**HOSPITAL MATRON**

The range of annual compensation of this Grade for full time service is from \$570 to \$690, inclusive, with full maintenance, with standard salary rates as follows: \$570, \$630, \$690.

**SPECIAL REGULATION GOVERNING COMPENSATION OF  
SUPERVISORS OF EMPLOYEES OF THIS  
GRADE IN INSTITUTIONS OF MORE THAN  
4000 PATIENTS —**

Where the superintendent of an institution of more than 4000 patients designates a supervisor (of this Grade) to direct and control the work of other supervisors in the male or female services of the institution, or both, such person shall receive the working designation of "Chief Supervisor" and be entitled to \$120 per annum in addition to the above standard salary rates for services.

The terms of this provision shall apply to any instance where the superintendent under the conditions prescribed has designated a supervisor to assist the senior physician in the administration of the attendant service.

**SPECIAL REGULATION GOVERNING SALARY RATES OF  
NURSES AT RAYBROOK AND THE PORT OF  
NEW YORK —**

For services of this Grade at the Raybrook State Hospital for the Treatment of Incipient Tuberculosis, and the State Quarantine Hospitals at the Port of New York, an additional compensation of \$120 per annum shall be added to the above standard rates.

**GRADE IV (D 20 IV)***Professional and Scientific Service  
Nurse Group***TITLES OF POSITIONS —**

PRINCIPAL OF TRAINING SCHOOL  
SUPERVISING PUBLIC HEALTH NURSE

**DUTIES —**

PRINCIPAL OF TRAINING SCHOOL

*Definition:*

The duties of incumbents of these positions are to take charge of the instruction and training of pupil nurses or attendants in a training school for nurses, to give prescribed courses of lectures and demonstrations on nursing, to oversee and supervise the work of pupil nurses and to perform other related work.

*Examples:*

Directing and giving class room instruction to pupil nurses.

Conducting examinations.

Assisting in the general supervision of nursing, occupational and recreational activities.

SUPERVISING PUBLIC HEALTH NURSE

*Definition:*

The duties of incumbents of these positions are to assist local and State officials in the prevention and suppression of contagious diseases and in the reduction of infant mortality, to direct the work of local health nurses and give instruction and assistance where necessary, to make, under supervision, tuberculosis surveys and other health surveys, and to perform such other duties as may be incident to the promotion of public health and sanitation.

*Examples:*

Investigating epidemics, etc.

Making a tuberculosis survey.

Inspecting infant welfare stations and day nurseries.

Inspecting character, methods and equipment of midwives.

Assisting health officer in making milk inspections.

Conducting traveling health exhibit.

Instructing mothers in care of babies.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade III.

2. Not less than one year of service in Grade III, or if appointed otherwise than by promotion from Grade III, at least one year of experience in work of Grade III character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission. In determining the additional qualifications of Supervising Public Health Nurses, the State Civil Service Commission shall co-operate with the Public Health Council.

**COMPENSATION —****PRINCIPAL OF TRAINING SCHOOL**

The range of annual compensation of this position in this Grade for full time service is from \$1020 to \$1320, inclusive, with maintenance, with standard salary rates as follows: \$1020, \$1080, \$1140, \$1200, \$1320.

**SUPERVISING PUBLIC HEALTH NURSE**

The range of annual compensation of this position in this Grade for full time service is from \$1140 to \$1320, inclusive, with standard salary rates as follows: \$1140, \$1200, \$1320.



## **PHARMACIST GROUP (D 21)**

*Professional and Scientific Service  
Pharmacist Group*

***Definition:***

The term Pharmacist Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to preserve, compound and dispense drugs and medicines, to prepare pharmaceutical preparations of standard formulae, in accordance with prescriptions of medical practitioners, and to perform other prescribed work of equivalent character and standard.

**GRADE I (D 21 I)**

*Professional and Scientific Service  
Pharmacist Group*

**TITLE OF POSITIONS —****DUTIES — PHARMACIST***Definition:*

The duties of incumbents of these positions, which involve supervision of assigned employes, are to compound, preserve and dispense drugs and medicines, to manufacture standard pharmaceutical preparations, to keep records prescribed by statutory or departmental regulation, to instruct pupil nurses and other employes in the practice of pharmacy when required, and to perform other duties of equivalent character and standard.

*Examples:*

- Compounding physicians' prescriptions.
- Making homeopathic and general medicines, tinctures, ointments, toilet preparations, flavoring extracts, etc.
- Taking annual or other inventory of stock.
- Making quarterly or other estimates for supplies needed
- Inspecting and testing all supplies received.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. A license to practice pharmacy, granted by the State Board of Pharmacy.
2. Not less than one year of experience in the practice of pharmacy.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

In institutions of not more than 3000 inmates the range of annual compensation of this Grade, for full time service is from \$900 to \$1020, inclusive, with maintenance, with standard salary rates as follows: \$900, \$960, \$1020.

In institutions of more than 3000 inmates the range of annual compensation of this Grade for full time service is from \$1080 to \$1320, with standard salary rates as follows: \$1080, \$1200, \$1320.

In prisons the range of annual compensation of this Grade for full time service is from \$1200 to \$1440 with standard salary rates as follows: \$1200, \$1320, \$1440.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SAL-  
ARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.





## PHYSICIAN GROUP (D 22)

*Professional and Scientific Service  
Physician Group*

***Definition:***

The term Physician Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to supervise State hospitals, charitable or correctional institutions, the psychiatric institute or a medical unit or units therein; to perform prescribed or special functions in the care and treatment of the sick; to direct a division of the State Department of Health, or to supervise a health district; to direct and supervise the activities of the various subdivisions of the Division of Industrial Hygiene of the Department of Labor; to make special investigations of conditions of work in factories and mercantile establishments affecting the health, comfort and safety of persons employed therein; and to make inspections and investigations in health matters.

**GRADE I (D 22 I)***Professional and Scientific Service  
Physician Group***TITLES OF POSITIONS —****MEDICAL INTERNE  
CLINICAL ASSISTANT****DUTIES —****MEDICAL INTERNE***Definition:*

The duties of incumbents of these positions are to assist in the details of the medical work of a service of a State hospital, charitable or correctional institution involving the care and treatment of patients.

*Examples:*

Writing case histories.

Making, under supervision, mental and physical examinations.

Making, under supervision, laboratory examinations.

Diagnosing and treating, under supervision, inmates.

Assisting at operations.

Taking charge of a ward service involving the minimum of responsibility.

**CLINICAL ASSISTANT***Definition:*

The duties of incumbents of these positions are to assist in the less responsible details of the medical work of a State hospital, charitable or correctional institution involving the care and treatment of patients.

*Example:*

Making, under supervision, laboratory examinations.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

**MEDICAL INTERNE**

1. A degree of Doctor of Medicine granted by a medical college of recognized standing.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**CLINICAL ASSISTANT**

1. The satisfactory completion of at least two years of a standard course of instruction leading to the degree of Doctor of Medicine in a medical college of recognized standing.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

**MEDICAL INTERNE**

The range of annual compensation of this position in this Grade for full time service is from \$720 to \$1020, inclusive, with maintenance, with standard salary rates as follows: \$720, \$780, \$840, \$900, \$1020.

**CLINICAL ASSISTANT**

The compensation of this position in this Grade for full time service is \$35 per month, with maintenance.

**SPECIAL REGULATION GOVERNING SALARY RATES OF  
MEDICAL INTERNE —**

The entrance rate for Medical Internes in the specialized field of psychiatry shall be \$900 per annum.

**GRADE II (D 22 II)***Professional and Scientific Service  
Physician Group***TITLES OF POSITIONS —**

ASSISTANT PHYSICIAN (PSYCHIATRY)  
 ASSISTANT PHYSICIAN (GENERAL)  
 ASSISTANT PHYSICIAN (WOMAN)  
 ASSISTANT PHYSICIAN (SEROLOGY)

**DUTIES —****ASSISTANT PHYSICIAN (PSYCHIATRY)***Definition:*

The duties of incumbents of these positions are to take charge of a less responsible, or assist in a more responsible medical service in a State hospital for the insane or in any other service of the State where the study and treatment of mental conditions is involved, to examine and treat patients, to supervise the work of nurses and attendants, to inspect and supervise wards and dining-rooms, to obtain anamneses, to lecture to nurses and attendants, to do incidental laboratory work or clinical research work, under supervision, to supervise and direct the employment of patients, to interview relatives and friends of patients, and to assist in correspondence and such other related administrative work as may be necessary to the ward service.

*Example:*

Acting as physician in charge of a less responsible service, or as an assistant in a more responsible service in a State hospital for the insane.

**ASSISTANT PHYSICIAN (GENERAL)***Definition:*

The duties of incumbents of these positions are to take charge, under supervision, of a less important medical service or to assist in a more important service in a State hospital, or to assist in the medical care of inmates of reformatories or prisons or other State institutions or in any other service of the State where medical attention is involved, to make medical, physical and mental examinations of inmates, to prescribe medicine, perform minor operations, supervise the work of nurses and

attendants, inspect wards and dining-rooms, to supervise and direct employment of patients, and to perform, under supervision, incidental laboratory work or clinical research work.

*Example:*

Acting as assistant in the medical care of inmates in a State prison.

## ASSISTANT PHYSICIAN (WOMAN)

*Definition:*

The duties of incumbents of these positions are to take charge of the medical care of sick female employes, or to take charge of the medical work of an institution for female inmates or of a ward service therein, to make physical examinations of new female employes, to make gynecological examinations of patients, to perform minor operations, make inspections, and to perform related duties as may be assigned.

*Examples:*

Acting as physician in charge of the medical care of inmates of a girls' reformatory.

Acting as physician in a State hospital with a specific assignment covering all gynecological work.

## ASSISTANT PHYSICIAN (SEROLOGY)

*Definition:*

The duties of incumbents of these positions are to make serological tests on material for the State hospitals and to conduct research work in serological subjects related to mental disorders.

*Example:*

Acting as physician in charge of the serological division of the Psychiatric Institute.

## QUALIFICATIONS —

ASSISTANT PHYSICIAN (PSYCHIATRY)

ASSISTANT PHYSICIAN (GENERAL)

ASSISTANT PHYSICIAN (WOMAN)

*Persons holding these positions shall have:*

1. A certificate or license to practice medicine issued by the Board of Regents of the University of the State of New York.

2. Not less than one year of experience as a member of the medical staff in a hospital for the insane; or at least one year of experience as a medical interne or a member of the staff of a general hospital or a State institution; or at least two years of experience in the private practice of medicine.

3. Such additional qualifications as may be required by the State Civil Service Commission.

#### ASSISTANT PHYSICIAN (SEROLOGY)

*Persons holding these positions shall have:*

1. A degree of Doctor of Medicine granted by a medical college of recognized standing.

2. Not less than one year of experience in a pathological laboratory or such other experience recognized by the State Civil Service Commission as the equivalent thereof.

3. Such additional qualifications as may be required by the State Civil Service Commission.

#### COMPENSATION —

##### ASSISTANT PHYSICIAN (PSYCHIATRY)

##### ASSISTANT PHYSICIAN (GENERAL)

The range of annual compensation of these positions in this Grade for *full time* service is from \$1200 to \$1560, inclusive, with maintenance, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560.

The range of annual compensation of these positions in this Grade for *part time* service of not less than *eighteen* hours per week is from \$900 to \$1200, inclusive, with standard rates as follows: \$900, \$960, \$1020, \$1080, \$1140, \$1200.

The range of annual compensation of these positions in this Grade for *part time* service of not less than *six* hours per week is from \$360 to \$480, inclusive, with standard salary rates as follows: \$360, \$420, \$480.

**ASSISTANT PHYSICIAN (WOMAN)**

The range of annual compensation of this position in this Grade for full time service is from \$1200 to \$1800, inclusive, with maintenance, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560, \$1680, \$1800.

**ASSISTANT PHYSICIAN (SEROLOGY)**

The range of annual compensation of this position in this Grade for full time service is from \$1560 to \$2160, inclusive, with standard salary rates as follows: \$1560, \$1680, \$1800, \$1980, \$2160.

**GRADE III (D 22 III)***Professional and Scientific Services  
Physician Group***TITLES OF POSITIONS —**

PHYSICIAN (PSYCHIATRY)  
 PHYSICIAN (ASSOCIATE IN CLINICAL  
 PSYCHIATRY)  
 PHYSICIAN (PATHOLOGY)  
 PHYSICIAN (GENERAL)  
 PHYSICIAN (RHINOLOGIST)  
 PHYSICIAN (OCULIST)  
 PHYSICIAN (EXAMINER, BUREAU OF DE-  
 PORTATION)

**DUTIES —**

PHYSICIAN (PSYCHIATRY)

*Definition:*

The duties of incumbents of these positions are to take charge of the admission service or to assist in one of these services in a State hospital for the insane or in any other service of the State where the study and treatment of mental conditions is involved, to examine and treat patients, perform minor and major operations, to supervise the work of and lecture to nurses and attendants, to inspect and supervise wards and dining-rooms, to perform incidental laboratory work, to prescribe and supervise the employment of patients, to conduct research work, under supervision, and to investigate problems in psychiatry, and to perform such other related duties of a medical or administrative nature as may be assigned in connection with the medical administration of an institution.

*Example:*

Acting as physician in charge of the reception service in a State hospital for the insane.

PHYSICIAN (ASSOCIATE IN CLINICAL PSY-  
 CHIATRY)

The duties of incumbents of these positions are to conduct research work, under supervision, and to investigate problems in psychiatry, to take charge of or assist in one of the services of a State hospital for the insane,



to examine and treat patients and to perform such other related duties of a scientific or administrative nature as may be assigned.

*Example:*

Conducting research work in clinical psychiatry.

## PHYSICIAN (PATHOLOGY)

*Definition:*

The duties of incumbents of these positions are to perform autopsies, involving the making of laboratory examinations and investigations and reporting and demonstrating each case to correlate clinical facts and anatomical findings, discussing with the staff any differences between same, to give lectures and laboratory instructions in pathology to the members of the medical staff, and to perform such other duties in connection with the pathological work of a State hospital as may be assigned.

*Example:*

Acting as physician in charge of the pathological work in a State hospital for the insane.

## PHYSICIAN (GENERAL)

*Definition:*

The duties of incumbents of these positions are to take charge of the medical work in a State prison, house of refuge, reformatory or other institution where the medical work is of more than a simple and routine nature, but is not the primary object of the institution, or in any service of the State where medical attention is involved, to make medical, physical and mental examinations, to perform major and minor operations, to supervise the work of and lecture to nurses and attendants assigned to hospital work, to inspect wards and dining-rooms, to perform incidental laboratory work, to supervise the employment of inmates, to make inspections of sanitary conditions, and to perform other related work in connection with the medical care of inmates, employes and officers.

*Example:*

Acting as physician in charge of the medical work in a State prison.

**PHYSICIAN (RHINOLOGIST)***Definition:*

The duties of incumbents of these positions are to examine patients in State institutions, for nose, throat and ear trouble, to treat cases and to perform minor and major operations when necessary.

*Example:*

Acting as physician in charge of nose, throat and ear work in a State reformatory.

**PHYSICIAN (OCULIST)***Definition:*

The duties of incumbents of these positions are to examine the eyes of patients in State institutions, to treat cases, and to fit glasses.

*Example:*

Acting as physician in charge of the treatment of the eyes of patients in a State reformatory.

**PHYSICIAN (EXAMINER, BUREAU OF DEPORTATION)***Definition:*

The duties of incumbents of these positions are to assist in the examination of reported insane, idiotic, imbecilic and epileptic immigrants and alien and non-resident insane in the State hospitals, and all public and private institutions and agencies, to assist in arranging for their deportation and removal when necessary, and to perform such other related duties as may be assigned.

**QUALIFICATIONS —**

PHYSICIAN (PSYCHIATRY)

PHYSICIAN (PATHOLOGY)

PHYSICIAN (GENERAL)

PHYSICIAN (RHINOLOGIST)

PHYSICIAN (OCULIST)

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.

2. Not less than three years of service in Grade II in the line of work covered in the position to be filled.

or if appointed otherwise than by promotion from Grade II, at least three years of experience in the line of work covered in the position to be filled of Grade II character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

#### PHYSICIAN (ASSOCIATE IN CLINICAL PSYCHIATRY)

*Persons holding these positions shall have:*

1. A degree of Doctor of Medicine granted by a medical college of recognized standing.

2. Not less than three years of experience in the clinical study of psychiatry and in addition such evidence of ability for research as is manifested by at least one contribution to the study of clinical psychiatry.

3. Such additional qualifications as may be required by the State Civil Service Commission.

#### PHYSICIAN (EXAMINER, BUREAU OF DEPORTATION)

*Persons holding these positions shall have:*

1. A license to practice medicine granted by the Board of Regents of the University of the State of New York.

2. Not less than three years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least five years of experience in the practice of medicine, three years of which shall have been in work of Grade II character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

#### COMPENSATION —

PHYSICIAN (PSYCHIATRY)

PHYSICIAN (PATHOLOGY)

PHYSICIAN (GENERAL)

PHYSICIAN (RHINOLOGIST)

PHYSICIAN (OCULIST)

The range of annual compensation of these positions in this Grade for *full time* service is from \$1800

to \$2160, inclusive, with maintenance, with standard salary rates as follows: \$1800, \$1980, \$2160.

The range of annual compensation of these positions in this Grade for *part time* service of not less than *eighteen* hours per week is from \$1560 to \$1800, inclusive, with standard salary rates as follows: \$1560, \$1680, \$1800.

The range of annual compensation of these positions in this Grade for *part time* service of not less than *six* hours per week is from \$480 to \$540, inclusive, with standard salary rates as follows: \$480, \$540.

#### **SPECIAL REGULATION GOVERNING COMPENSATION FOR OCCASIONAL SERVICE —**

For occasional service requiring less than six hours per week, special rates shall be designated, after appraisal, on an hourly basis, provided that the rate shall not exceed \$3.00 per hour and the total charge therefor shall not exceed \$36.00 per month.

#### **PHYSICIAN (ASSOCIATE IN CLINICAL PSYCHIATRY)**

The range of annual compensation of this position in this Grade for full time service is from \$1980 to \$2580, inclusive, with maintenance, with standard salary rates as follows: \$1980, \$2160, \$2340, \$2580.

#### **PHYSICIAN (EXAMINER, BUREAU OF DEPORTATION)**

The range of annual compensation of this position in this Grade for full time service is from \$2340 to \$3300, inclusive, with standard salary rates as follows: \$2340, \$2580, \$2820, \$3060, \$3300.

**GRADE IV ( D 22 IV )***Professional and Scientific Service  
Physician Group***TITLES OF POSITIONS —**

SENIOR PHYSICIAN (PSYCHIATRY)  
 SENIOR PHYSICIAN (GENERAL)  
 SENIOR PHYSICIAN (SANITARY SUPER-  
 VISOR)  
 SENIOR PHYSICIAN (MEDICAL INSPECTOR  
 OF FACTORIES)  
 SENIOR PHYSICIAN (CHIEF ASSOCIATE IN  
 NEUROPATHOLOGY)  
 SENIOR PHYSICIAN (CLINICAL DIRECTOR  
 OF PSYCHIATRY)  
 SENIOR PHYSICIAN (MEDICAL EXAMINER—  
 WORKMEN'S COMPENSATION)  
 SENIOR PHYSICIAN (MEDICAL EXAMINER—  
 CIVIL SERVICE)  
 SENIOR PHYSICIAN (PATHOLOGY)  
 SENIOR PHYSICIAN (RESEARCH MEDICINE  
 — MALIGNANT DISEASE)  
 SENIOR PHYSICIAN (RESEARCH PATHOL-  
 OGY—MALIGNANT DISEASE)

**DUTIES —****SENIOR PHYSICIAN (PSYCHIATRY)***Definition:*

The duties of incumbents of these positions are to supervise the medical work of the physicians in a State hospital for the insane or in any other service of the State where the study and treatment of mental conditions is involved, to conduct or assist in conducting the staff meetings for the study of patients, particularly new admissions and discharges, to supervise the care, treatment and employment of patients, to supervise the sanitary condition of buildings, to employ and pass upon the general fitness of nurses and attendants, to supervise the training of nurses and attendants, to perform

such other related administrative duties as may be assigned, and in the absence of the superintendent to act in his stead.

### SENIOR PHYSICIAN (GENERAL)

*Definition:*

The duties of incumbents of these positions are to supervise the medical work in a State prison, hospital or other large institution in which the medical care of inmates is not the primary object of the institution, or in any other service of the State where medical attention of this grade is required, to supervise the discipline, care, treatment and employment of patients, to supervise the sanitary condition of buildings, to employ and pass upon the general fitness of employees, and in the absence of the superintendent, to act in his stead, to make sanitary inspections of vessels and their cargoes and to examine passengers of such vessels for the prevention of the introduction of communicable diseases at the Port of New York.

### SENIOR PHYSICIAN (SANITARY SUPERVISOR)

*Definition:*

The duties of incumbents of these positions are to advise and assist local health officers, to make sanitary surveys, to examine the registration of births and deaths, to investigate contagious diseases, epidemics, stream pollution and public water supplies, to establish infant welfare stations and to make arrangements for infant welfare exhibits, to direct publicity work and prepare reports.

### SENIOR PHYSICIAN (MEDICAL INSPECTOR OF FACTORIES)

*Definition:*

The duties of incumbents of these positions, which require specialized medical knowledge, are to make special investigations of conditions of work in factories

and mercantile establishments affecting the health, comfort and safety of persons employed therein, to make physical examinations of employed children under sixteen years of age in order to determine their fitness to perform the work at which they are employed without impairment of health, to make physical examinations of adults employed in dangerous or injurious occupations, to prepare and deliver lectures and talks on industrial hygiene to factory workers, medical students and other groups, and to perform such other related duties as may be assigned.

#### SENIOR PHYSICIAN (CHIEF ASSOCIATE IN NEUROPATHOLOGY)

*Definition:*

The duties of incumbents of these positions are to take charge of the examination of the autopsy material of all State hospitals, to conduct research in and prepare reports upon the pathological anatomy of mental disorders, to give instruction in anatomy and pathological anatomy of the nervous system to physicians in the State hospitals attending the Psychiatric Institute.

#### SENIOR PHYSICIAN (CLINICAL DIRECTOR OF PSYCHIATRY)

*Definition:*

The duties of incumbents of these positions are to supervise all the medical work, with particular reference to the application of scientific principles, in a large State hospital for the insane, to conduct staff meetings, to instruct the new members of the staff in psychiatry, to prepare and be responsible for the preparation of statistical cards, to supervise the care, treatment and employment of patients, to consult with the superintendent in regard to the admission of voluntary patients, to assist in the preparation of medical facts concerning patients who are summoned to court, to conduct research work and make contributions to the medical service

relative to the cause, nature and treatment of mental disorders, and to perform such other supervisory medical duties as may be assigned.

#### SENIOR PHYSICIAN (MEDICAL EXAMINER— WORKMEN'S COMPENSATION)

*Definition:*

The duties of incumbents of these positions are to make physical examinations of employes insured under the Workmen's Compensation Act and to report on the cause, duration and ultimate result of injuries, to examine claim papers and physicians' bills, and to testify at public and executive hearings of the Industrial Commission relative to claims for compensation.

#### SENIOR PHYSICIAN (MEDICAL EXAMINER— CIVIL SERVICE)

*Definition:*

The duties of incumbents of these positions are to conduct original and promotional medical examinations, to render assistance under the supervision of the Chief Examiner to Municipal Civil Service Commissions in conducting medical and physical examinations and to assist in the preparation and rating of papers in or closely related to the medical field.

#### SENIOR PHYSICIAN (PATHOLOGY)

*Definition:*

The duties of incumbents of these positions are to perform pathological work of the highest order in the field of psychiatry, to perform autopsies involving the making of laboratory examinations and reports thereon in order to correlate clinical facts and anatomical findings, to give lectures and laboratory instruction in pathology to the members of the medical staff, to supervise physicians and other employes assigned to pathological work, to prepare theses along the lines of psychiatry for publication, and to perform such other duties in connection with the pathological work of a State hospital as may be assigned.



## SENIOR PHYSICIAN (RESEARCH MEDICINE —MALIGNANT DISEASE)

### *Definition:*

The duties of the incumbent of this position which involve supervision of assigned employes, are to inaugurate and take charge of research work in clinical medicine relative to malignant disease, to take charge of the clinical work in a hospital and the clinical laboratory.

## SENIOR PHYSICIAN (RESEARCH PATHOL- OGY—MALIGNANT DISEASE)

### *Definition:*

The duties of the incumbent of this position which involve supervision of assigned employes, are to inaugurate and take charge of research work in experimental pathology particularly in the study of tumors, including microscopic diagnosis of specimens sent in by physicians in the State of New York.

### **QUALIFICATIONS —**

SENIOR PHYSICIAN (PSYCHIATRY)

SENIOR PHYSICIAN (GENERAL)

SENIOR PHYSICIAN (CLINICAL DIRECTOR  
OF PSYCHIATRY)

SENIOR PHYSICIAN (PATHOLOGY)

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade III.

2. Not less than two years of service in Grade III in the line of work covered in the position to be filled, or if appointed otherwise than by promotion from Grade III, at least two years of experience in the line of work covered in the position to be filled of Grade III character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

## SENIOR PHYSICIAN (CHIEF ASSOCIATE IN NEUROPATHOLOGY)

*Persons holding these positions shall have:*

1. A degree of Doctor of Medicine granted by a medical college of recognized standing.
2. Ability for research in neuropathology as is evidenced by not less than three years of experience in the study of the anatomy and pathology of the central nervous system.
3. Such additional qualifications as may be required by the State Civil Service Commission.

## SENIOR PHYSICIAN (SANITARY SUPERVISOR)\*

## SENIOR PHYSICIAN (MEDICAL INSPECTOR OF FACTORIES)

## SENIOR PHYSICIAN (MEDICAL EXAMINER—WORKMEN'S COMPENSATION)

## SENIOR PHYSICIAN (MEDICAL EXAMINER—CIVIL SERVICE)

*Persons holding these positions shall have:*

1. A certificate or license to practice medicine issued by the Board of Regents of the University of the State of New York, or a degree of Doctor of Medicine granted by a medical college of recognized standing.
2. Not less than three years of experience in the private practice of medicine or at least eighteen months of experience as a member of the medical staff in a general hospital.
3. Not less than one year of experience in State factory inspection work, or in public health, sanitary, or other related inspectional work, or in medical examination work for an industrial insurance company, or in other work of an equivalent character and standard.
4. Such additional qualifications as may be required by the State Civil Service Commission.

\*NOTE.—The State Civil Service Commission shall co-operate with the Public Health Council in determining the additional qualifications of "Senior Physician (sanitary inspector)".

## SENIOR PHYSICIAN (RESEARCH MEDICINE —MALIGNANT DISEASE)

*The person holding this position shall have:*

1. A degree of doctor of medicine granted by a Medical College of recognized standing.
2. Not less than two years of experience in a Hospital of the highest grade.
3. Ability to inaugurate and take charge of research work in clinical medicine relative to malignant disease with evidence of success in this field as recorded by recognized authorities under whom he has worked.
4. A knowledge of French and German sufficient to permit of accurate translation of scientific articles relating to malignant disease.
5. Such additional qualifications as may be required by the State Civil Service Commission.

### **QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. A degree of doctor of medicine granted by a Medical College of recognized standing and in addition such preliminary training as is evidenced by a degree granted on completion of a standard course of instruction in a college of recognized standing.
2. Not less than three years of experience in general or experimental pathology.
3. Ability to inaugurate and take charge of research work in experimental pathology with evidence of success in this field as recorded by recognized authorities under whom he has worked.
4. A knowledge of French and German sufficient to permit of accurate translation of scientific articles relating to malignant disease.
5. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —****SENIOR PHYSICIAN (PSYCHIATRY)****SENIOR PHYSICIAN (GENERAL)****SENIOR PHYSICIAN (CLINICAL DIRECTOR  
OF PSYCHIATRY)****SENIOR PHYSICIAN (PATHOLOGY)**

The range of annual compensation of these positions in this Grade for full time service is from \$2340 to \$2820, inclusive, with maintenance, with standard salary rates as follows: \$2340, \$2580, \$2820.

**SPECIAL REGULATION GOVERNING SALARY RATES OF  
SENIOR PHYSICIAN (GENERAL) AT HOFF-  
MAN AND SWINBURNE ISLANDS —**

Because of the hazardous conditions of employment and independent administrative responsibility peculiar to the positions of Senior Physician (General) the incumbents of which act as chief medical officers at Hoffman and Swinburne Islands, the range of annual compensation of these positions in this Grade is from \$2580 to \$3300, inclusive, with maintenance, with standard salary rates as follows: \$2580, \$2820, \$3060, \$3300.

**SENIOR PHYSICIAN (SANITARY SUPER-  
VISOR)**

The range of annual compensation of this position in this Grade for full time service is from \$2820 to \$3300, inclusive, with standard salary rates as follows: \$2820, \$3060, \$3300.

**SENIOR PHYSICIAN (MEDICAL INSPECTOR  
OF FACTORIES)****SENIOR PHYSICIAN (MEDICAL EXAMINER—  
WORKMEN'S COMPENSATION)**

The range of annual compensation of these positions in this Grade for full time service is from \$2340 to \$2820, inclusive, with standard salary rates as follows: \$2340, \$2580, \$2820.

**SENIOR PHYSICIAN (MEDICAL EXAMINER—  
CIVIL SERVICE)**

The range of annual compensation of this position in this Grade for full time service is from \$1980 to \$2580, inclusive, with standard salary rates as follows: \$1980, \$2160, \$2340, \$2580.

**SENIOR PHYSICIAN (CHIEF ASSOCIATE IN  
NEUROPATHOLOGY)**

The range of annual compensation of this position in this Grade for full time service is from \$2580 to \$3900, inclusive, with standard salary rates as follows: \$2580, \$2820, \$3060, \$3300, \$3600, \$3900.

**SENIOR PHYSICIAN (RESEARCH MEDICINE  
— MALIGNANT DISEASE)**

The range of annual compensation of this position in this Grade for full time service is from \$2340 to \$3300, inclusive, with maintenance, with standard salary rates as follows: \$2340, \$2580, \$2820, \$3060, \$3300.

**SENIOR PHYSICIAN (RESEARCH PATHOL-  
OGY — MALIGNANT DISEASE)**

The range of annual compensation of this position in this Grade for full time service is from \$3300 to \$4500, inclusive, with standard salary rates as follows: \$3300, \$3600, \$3900, \$4200, \$4500.

**GRADE V (D 22 V)**

*Professional and Scientific Service  
Physician Group*

**TITLES OF POSITIONS —**

MEDICAL SUPERINTENDENT (GENERAL)  
 MEDICAL SUPERINTENDENT (PSYCHIATRY)  
 DIRECTOR OF PSYCHIATRIC INSTITUTE  
 DIRECTOR OF DIVISION (DEPARTMENT OF  
 HEALTH)  
 CHIEF MEDICAL INSPECTOR (QUARANTINE  
 — PORT OF NEW YORK)  
 MEDICAL INSPECTOR OF STATE HOSPITALS  
 CHIEF MEDICAL INSPECTOR (INDUSTRIAL)  
 CHIEF MEDICAL EXAMINER  
 CHIEF MEDICAL INSPECTOR (SCHOOLS)  
 MEDICAL SECRETARY (STATE BOARD OF MED-  
 ICAL EXAMINERS)  
 DIRECTOR OF BUREAU OF DEPORTATION

**DUTIES —**

MEDICAL SUPERINTENDENT (GENERAL)  
 MEDICAL SUPERINTENDENT (PSYCHIATRY)

*Definition:*

The duties of incumbents of these positions are to direct, supervise, inspect and assume complete responsibility for the administration of all divisions of a hospital or other institution in which the medical care of patients is the primary object, and to generally direct the care and treatment of patients.

DIRECTOR OF PSYCHIATRIC INSTITUTE

*Definition:*

The duties of the incumbent of this position are to conduct and direct research work as to the causes, nature and treatment of mental disorders, to correlate the medical work of the State hospitals for the insane by giving instruction to the physicians of the various hospitals, to conduct inter-hospital meetings for the study of psychiatric principles and to perform such other duties of a scientific nature as may be prescribed by the State Hospital Commission.

## DIRECTOR OF DIVISION (DEPARTMENT OF HEALTH)

### *Definition:*

The duties of incumbents of these positions, which require specialization in medical work and a high degree of executive ability, are to direct, supervise and assume complete responsibility for the work of a primary division of the State Department of Health not covered by any other Group specification.

### *Example:*

Acting as Director of the Bureau of Communicable Diseases.

## CHIEF MEDICAL INSPECTOR (QUARANTINE — PORT OF NEW YORK)

### *Definition:*

The duties of incumbents of these positions are to supervise the work of physicians at the Port of New York, in boarding and making sanitary inspections of vessels and their cargoes and in examining passengers of such vessels for the prevention of the introduction of communicable diseases at the Port of New York, to visit, inspect and make reports upon the detention and isolation hospitals at the Port of New York, and to perform such other medical duties assigned.

## MEDICAL INSPECTOR OF STATE HOSPITALS

### *Definition:*

The duties of incumbents of these positions are to visit institutions, both private and public, where the insane are cared for, to inspect non-licensed institutions in order to determine whether they are caring for the insane and to make reports thereon to the State Hospital Commission, to examine personally all new admissions in order to determine whether they are proper cases for retention, to examine into and make reports upon the efficiency of medical work, sanitation, fire protection, dietary, clothing and bedding of patients, to investigate and make reports upon all suicides and

homicides, sudden or accidental deaths and major accidents, and to investigate complaints and see patients who write to the State Hospital Commission or to the Governor.

## CHIEF MEDICAL INSPECTOR (INDUSTRIAL)

### *Definition:*

The duties of incumbents of these positions, which require a high order of specialized knowledge and wide experience in industrial hygiene and sanitation work, and in addition initiative and administrative ability, are to assume responsibility for the direction and supervision of the medical inspectors of the Department of Labor, to initiate and conduct important investigations into problems concerning the protection of the health and safety of industrial employes, to direct the preparation of reports and literature, setting forth the results of such investigations, to instruct inspectors and other employes of the Department of Labor in industrial hygiene and sanitation, and to furnish expert advice as a basis for executive action on all matters relative to industrial hygiene and sanitation.

## CHIEF MEDICAL EXAMINER

### *Definition:*

The duties of the incumbent of this position are to direct and assume complete responsibility for the activities of the Medical Division of the Workmen's Compensation Bureau of the Department of Labor, to make physical examinations of injured employes insured under the provisions of the Workmen's Compensation Act and to render opinions to the Industrial Commission regarding the cause, duration and ultimate result of injuries, to examine claim papers and physicians' bills, to cross-examine medical witnesses at public and executive hearings of the Industrial Commission relative to claims for compensation.



**CHIEF MEDICAL INSPECTOR (SCHOOLS)***Definition:*

The duties of the incumbent of this position are to direct and assume responsibility for the medical inspection of the schools under the supervision of the Department of Education, to consult and advise with medical inspectors, trustees, district superintendents and other school employes in regard to such medical inspection, to address meetings of physicians, dentists, educators, nurses and others relative to the medical inspection, and in addition to supervise the general office procedure.

**MEDICAL SECRETARY (STATE BOARD OF MEDICAL EXAMINERS)***Definition:*

The duties of the incumbent of this position are to prepare questions for the examination of candidates, applying for a license to practice medicine, from lists of questions submitted by members of the State Board of Medical Examiners, to prepare reports upon examinations, to arrange hearings and appeals before the State Board of Medical Examiners, to keep the records and direct the office procedure, to sign licenses, to submit papers to counsel and to perform such other duties as may be assigned by the State Board of Medical Examiners.

**DIRECTOR OF BUREAU OF DEPORTATION***Definition:*

The duties of incumbents of these positions are to direct and assume complete responsibility for, and assist in, the examination of all reported insane, idiotic, imbecilic and epileptic immigrants and alien and non-resident insane in the State hospitals, and in all other public and private institutions or agencies, to arrange for their deportation and removal when necessary, to inspect and observe the methods and facilities for examining immigrants for mental disease and defects at the port of New York, and to report thereon, and to perform such other related duties as may be assigned.

**QUALIFICATIONS —****MEDICAL SUPERINTENDENT (PSYCHIATRY)  
MEDICAL INSPECTOR OF STATE HOSPITALS**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Senior Physician (Psychiatry) or Senior Physician (Clinical Director of Psychiatry) in Grade IV.
2. Not less than one year of service in Grade IV as a Senior Physician (Psychiatry) or a Senior Physician (Clinical Director of Psychiatry).
3. Such additional qualifications as may be required by the State Civil Service Commission.

**DIRECTOR OF PSYCHIATRIC INSTITUTE**

*The person holding this position shall have:*

1. A degree of Doctor of Medicine granted by a medical school of recognized standing.
2. Not less than five years of experience in clinical and laboratory study and research in psychiatry.
3. Such evidence of ability to direct the teaching and research of the Psychiatric Institute and the correlation of medical work in the State hospitals as is manifested by contributions to the science of psychiatry.
4. Such additional qualifications as may be required by the State Civil Service Commission.

**MEDICAL SUPERINTENDENT (GENERAL)**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Senior Physician (General) in Grade IV, and in addition not less than six months of service in Grade IV as a Senior Physician (General); or
2. The minimum qualifications prescribed for Physician (General) in Grade III, and in addition not less than five years of service in Grade III as a Physician (General).
3. Such additional qualifications as may be required by the State Civil Service Commission.

DIRECTOR OF DIVISION (DEPARTMENT OF HEALTH)\*

CHIEF MEDICAL INSPECTOR (INDUSTRIAL)

CHIEF MEDICAL EXAMINER

CHIEF MEDICAL INSPECTOR (SCHOOLS)

*Persons holding these positions shall have:*

1. A certificate or license to practice medicine issued by the Board of Regents of the University of the State of New York, or a degree of Doctor of Medicine granted by a medical school of recognized standing.

2. Not less than five years of experience in the private practice of medicine, or three years of experience as an interne or member of the medical staff of a general hospital.

3. At least five years of experience in the administration of public health work or as an industrial medical inspector in work of Grade IV character and standard; or in medical examination work for an industrial insurance company; or in inspectional work of an equivalent character.

4. Such additional qualifications as may be required by the State Civil Service Commission.

MEDICAL SECRETARY (STATE BOARD OF MEDICAL EXAMINERS)

*The person holding this position shall have:*

1. A certificate or license to practice medicine issued by the Board of Regents of the University of the State of New York or a degree of Doctor of Medicine from a medical school of recognized standing.

2. Not less than three years of experience in the private practice of medicine or two years of experience as an interne or member of the medical staff of a general hospital.

3. Not less than three years of experience in public health work or in medical work of equivalent character.

\*NOTE.—The State Civil Service Commission shall co-operate with the Public Health Council in determining the additional qualifications of "Director of Division (Department of Health)."

4. Such additional qualifications as may be required by the Civil Service Commission.

#### DIRECTOR OF BUREAU OF DEPORTATION

*The person holding this position shall have:*

1. A degree of Doctor of Medicine granted by a medical school of recognized standing.

2. Not less than ten years of experience in the practice of medicine, at least five years of which shall have been spent in the care and treatment of the insane.

3. Such additional qualifications as may be required by the State Civil Service Commission.

#### COMPENSATION —

MEDICAL SUPERINTENDENT (GENERAL)  
MEDICAL SUPERINTENDENT (PSYCHIATRY)  
DIRECTOR OF PSYCHIATRIC INSTITUTE

The range of annual compensation of these positions in this Grade for full time service is from \$3600 to \$5400, inclusive, with full maintenance, with standard salary rates as follows: \$3600, \$3900, \$4200, \$4500, \$4800, \$5100, \$5400.

#### MEDICAL INSPECTOR OF STATE HOSPITALS

The range of annual compensation of this position in this Grade for full time service is from \$3900 to \$4800, inclusive, with standard salary rates as follows: \$3900, \$4200, \$4500, \$4800.

#### DIRECTOR OF DIVISION (DEPARTMENT OF HEALTH)

CHIEF MEDICAL INSPECTOR (QUARANTINE  
— PORT OF NEW YORK)

CHIEF MEDICAL INSPECTOR (INDUSTRIAL)  
CHIEF MEDICAL EXAMINER

CHIEF MEDICAL INSPECTOR (SCHOOLS)  
MEDICAL SECRETARY (STATE BOARD OF  
MEDICAL EXAMINERS)

The range of annual compensation of these positions in this Grade for full time service is from \$3600

to \$4800, inclusive, with standard salary rates as follows: \$3600, \$3900, \$4200, \$4500, \$4800.

#### **DIRECTOR OF BUREAU OF DEPORTATION**

The range of annual compensation of this position in this Grade for full time service is from \$4200 to \$5100, inclusive, with standard salary rates as follows: \$4200, \$4500, \$4800, \$5100.

#### **SPECIAL REGULATION GOVERNING MAINTENANCE —**

If residence or maintenance is allowed, as in the case of the Chief Medical Inspector (Quarantine — Port of New York), the value of such residence or maintenance shall be deducted from the salary rate at which the position is appraised.

#### **SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade, except the Medical Superintendent (Psychiatry) and Medical Inspector of State Hospitals, are conditional upon appraisal under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

#### **SPECIAL REGULATION GOVERNING SALARY RATES OF MEDICAL SUPERINTENDENTS (PSYCHI- ATRY) AND THE MEDICAL INSPECTOR OF STATE HOSPITALS —**

Advancement from rate to rate within this Grade for Medical Superintendent (Psychiatry) and Medical Inspector of State Hospitals, shall be made upon the completion of a term of at least one year of satisfactory service.



## **STATISTICIAN GROUP (D 23)**

*Professional and Scientific Service  
Statistician Group*

***Definition:***

The term Statistician Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to collect, collate, analyze and interpret numerical data, relating to economic, social or other phenomena, as a basis for administrative guidance or regulative control.

**GRADE I (D 23 I)**

*Professional and Scientific Service  
Statistician Group*

**TITLE OF POSITIONS —****JUNIOR STATISTICIAN****DUTIES —***Definition:*

The duties of incumbents of these positions, which require familiarity with statistical methods or actuarial formulæ, are to collect, collate, analyze and interpret, under supervision, numerical data relating to economic, social or other phenomena, as a basis for administrative guidance or regulative control.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such training in economic or social research and in the technique of statistics as is evidenced by a degree, diploma or certificate granted on completion of a standard course of instruction including the above branches of study, in a college of recognized standing, or proof of other training in economic or social research and in the technique of statistics recognized by the State Civil Service Commission as the equivalent thereof; *or*
2. Not less than two years of practical experience in statistical methods and practice.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1560, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440, \$1560.



**GRADE II (D 23 II)**

*Professional and Scientific Service  
Statistician Group*

**TITLE OF POSITIONS —****STATISTICIAN****DUTIES —***Definition:*

The duties of incumbents of these positions, which may involve supervision of statistical units of State government and which require ability to plan statistical inquiries and to devise classifications and forms therefor, are to conduct independently, important statistical investigations and to prepare interpretative reports thereon.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.

2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1680 to \$2820, inclusive, with standard salary rates as follows: \$1680, \$1800, \$1980, \$2160, \$2340, \$2580, \$2820.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE III (D 23 III)***Professional and Scientific Service  
Statistician Group***TITLES OF POSITIONS —****CHIEF STATISTICIAN****SENIOR STATISTICIAN****DUTIES —***Definition:*

The duties of incumbents of these positions, which require the widest experience in statistical work and the highest degree of specialized knowledge and skill in the science of statistics, are to assume complete responsibility for the control and direction of the most important inquiries of a statistical nature; to supervise large statistical units; or to give critical and constructive statistical advice of the highest order.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than three years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least four years of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —****CHIEF STATISTICIAN**

The range of annual compensation of this position in this Grade for full time service is from \$3060 to \$6000, inclusive, with standard salary rates as follows: \$3060, \$3300, \$3600, \$3900, \$4200, \$4500, \$4800, \$5100, \$5400, \$5700, \$6000.

**SENIOR STATISTICIAN**

The range of annual compensation of this position in this Grade is from \$3060 to \$3900, inclusive, with standard salary rates as follows: \$3060, \$3300, \$3600, \$3900.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **VETERINARIAN GROUP (D 24)**

*Professional and Scientific Service  
Veterinarian Group*

***Definition:***

The term Veterinarian Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to enforce statutory or departmental regulation relative to the detection, reporting, suppression and extirpation of communicable diseases of domestic animals, to make disposition of such animals, their hides and carcasses as directed, to enforce those provisions of the law relating to the prevention of slaughter, exposure for sale, or sale of immature or unwholesome meat or meat products, to prepare when required animal serums, antitoxins and vaccines, and to perform such other work of equivalent character and standard as may be necessary to the enforcement of statutory or departmental regulation relative thereto.

**GRADE I (D 24 I)**

*Professional and Scientific Service  
Veterinarian Group*

**TITLE OF POSITIONS —****VETERINARIAN ASSISTANT****DUTIES —***Definition:*

The duties of incumbents of these positions are to take charge of a farm, where the horses are used primarily for laboratory purposes, and to perform prescribed duties in preparing, treating and caring for horses used in antitoxin procedure.

*Examples:*

Taking temperatures of horses and noting condition.

Inspecting horses with toxin or cultures.

Bleeding horses, separating antitoxin plasma from the clot.

Sterilizing apparatus.

Supervising farm and garden work.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such experience or training in the care and treatment of horses as would afford opportunity to become familiar with inoculating and bleeding horses and other related technical procedures.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation for this Grade for full time service is from \$900 to \$1260, inclusive, with standard salary rates as follows: \$900, \$1020, \$1140, \$1260.

**GRADE II (D 24 II)**

*Professional and Scientific Service  
Veterinarian Group*

**TITLE OF POSITIONS —****VETERINARIAN****DUTIES —***Definition:*

The duties of incumbents of these positions are to make independent tests of live stock suspected of infection, to appraise, condemn and report on diseased stock, in accordance with statutory or departmental regulation, to arrange, as directed, for the slaughter of condemned stock and for the disposition of hides and carcasses, to make post-mortem examinations of animals, to make investigations of other communicable diseases of domestic animals for the purpose of detecting, suppressing and extirpating such diseases, to enforce those provisions of the law relating to the prevention of slaughter, exposure for sale, or sale of immature or unwholesome meat or meat products, to prepare animal serums, antitoxins and vaccines, and to perform other duties of equivalent character and standard.

*Examples:*

- Making tests of cattle for tuberculosis.
- Making tests of horses for glanders.
- Investigating cases or epidemics of foot and mouth disease, hog cholera, black leg, etc.
- Disinfecting carcasses.
- Vaccinating animals exposed to communicable diseases.
- Inoculating and bleeding animals.
- Preparing blood specimens for laboratory use.
- Acting as assistant to the chief veterinarian.
- Taking charge of a section of field work.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. A certificate or license to practice veterinary medicine or surgery issued by the Board of Regents of the University of the State of New York.
2. Not less than one year of experience in the practice of veterinary medicine or surgery.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$1440 to \$2580, inclusive, with standard salary rates as follows: \$1440, \$1560, \$1680, \$1800, \$1980, \$2160, \$2340, \$2580.

The *per diem* rates of compensation of this Grade for temporary service are \$7.00 and \$10.00.

NOTE.— The number of veterinarians employed at \$10.00 per diem shall be limited to ten per cent of the total number of veterinarians employed on a per diem basis.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed. The last three salary rates, \$2160, \$2340, \$2580, shall be assigned only to positions involving supervisory or independent responsibility, the incumbents of which shall perform the duties of and shall receive the working designation of "Assistant Chief Veterinarian" and "District Supervisor of Field Work."



**GRADE III (D 24 III)**

*Professional and Scientific Service  
Veterinarian Group*

**TITLE OF POSITION —****CHIEF VETERINARIAN****DUTIES —***Definition:*

The duties of the incumbent of this position are to direct, supervise and be responsible for the work of employees in Grade II, to enforce statutory or departmental regulation relative to the detection, control and extirpation of communicable diseases of domestic animals, to prevent the slaughter, exposure for sale or sale of immature or unwholesome meat or meat products, and to perform other duties of equivalent character and standard.

**QUALIFICATIONS —***The person holding this position shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than four years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least five years of experience in work of Grade II character and standard; or at least eight years of experience in the practice of veterinary medicine or surgery.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2820 to \$3300, inclusive, with standard salary rates as follows: \$2820, \$3060, \$3300.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **ZOOLOGIST GROUP (D 25)**

### ***Definition:***

***Professional and Scientific Service  
Zoologist Group***

The term Zoologist Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to collect and study data relative to animal life, to classify specimens, and to supervise the preparation of exhibits.

**GRADE I (D 25 I)***Professional and Scientific Service  
Zoologist Group***TITLE OF POSITIONS —****ASSISTANT ZOOLOGIST****DUTIES —***Definition:*

The duties of incumbents of these positions are to collect, study and classify specimens of animal life, to direct the work of preserving same, to supervise the preparation of exhibits for the State museum, and to perform such other related duties as may be assigned.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such training in zoology as is evidenced by a degree, diploma or certificate granted on completion of a standard course of instruction, including at least two years of study in zoology in a college of recognized standing; or proof of other training in zoology recognized by the State Civil Service Commission as the equivalent thereof.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1680, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440, \$1560, \$1680.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**NOTE.**—At the present time there are no employees in the State Civil Service, performing duties of a higher character than those covered in the above Grade. Standard specifications for a higher grade or grades will be prepared when the need for same arises.

## **EDUCATIONAL SERVICE**

**(SYMBOL E)**

*Definition:*

The term Educational Service is used to identify those authorized employments of the State Government, the incumbents of which are required to give instruction, advice and information in the subjects or matters designed to stimulate and develop the mental powers, and to administer the statutory provisions relating to the regulation and control of the State educational system.



## **ARTIST GROUP (E 1)**

***Definition:***

***Educational Service  
Artist Group***

The term Artist Group is used to identify those authorized employments of the Educational Service, the incumbents of which are required to make drawings, paintings and wax or other models for study and educational purposes.

**GRADE I (E 1 I)***Educational Service  
Artist Group***TITLES OF POSITIONS —****ARTIST (HORTICULTURE)****ARTIST (MUSEUM)****DUTIES —****ARTIST (HORTICULTURE)***Definition:*

The duties of incumbents of these positions are to make drawings and paintings of fruits and vegetables for text illustrations in publications of the State Department of Agriculture, or for exhibition, and to make wax or other models of fruits and vegetables.

*Examples:*

Making water color drawings of the several stages of the diseases of fruits and vegetables.

Making wax models of diseased apples, grapes, and potatoes.

**ARTIST (MUSEUM)***Definition:*

The duties of incumbents of these positions are to make drawings and paintings of zoological, archeological, entomological and fossil specimens, maps and geological sections for text illustrations in publications of the New York State Museum, and to make plaster models and to restore specimens for exhibition.

*Examples:*

Making wash drawings in black and white for illustrations from specimens of fossils.

Making pen and ink drawings of maps, geological sections.

Painting models, maps and zoological specimens for exhibition purposes.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.



**COMPENSATION —****ARTIST (HORTICULTURE)**

The range of annual compensation of this position in this Grade for full time service is from \$1200 to \$1680, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560, \$1680.

**ARTIST (MUSEUM)**

The range of annual compensation of this position in this Grade for full time service is from \$1560 to \$1980, inclusive, with standard salary rates as follows: \$1560, \$1680, \$1800, \$1980.



## **INSTRUCTOR OF THE BLIND GROUP (E 2)**

*Educational Service*

*Definition:*

*Instructor of the Blind Group*

The term Instructor of the Blind Group is used to identify those authorized employments of the Educational Service, the incumbents of which are required to instruct the blind in homes or in workshops, to refer for treatment cases of eye ailments and of blindness, to secure employment for the blind, and to perform such other duties as may be necessary to the amelioration of the condition of the blind within the State.

**GRADE I (E 2 I)**

*Educational Service  
Instructor of the Blind Group*

**TITLES OF POSITIONS —****INSTRUCTOR OF THE BLIND****DUTIES —***Definition:*

The duties of incumbents of these positions are to give instruction to the blind located in homes, workshops or elsewhere in reading and writing tactile prints and in appropriate handicraft and vocational work, to secure employment for adult blind, to investigate and refer for treatment eye ailments and cases of blindness, to secure admission of blind children to schools and to affiliate with and promote the work of local organizations for the blind.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Evidence of ability to read and write tactile prints and to teach simple handicraft and vocational work.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$720 to \$900, inclusive, with standard salary rates as follows: \$720, \$780, \$840, \$900.

**GRADE II (E 2 II)****TITLE OF POSITIONS —**

*Educational Service*  
*Instructor of the Blind Group*

**SENIOR INSTRUCTOR OF THE BLIND**  
**DUTIES —**

*Definition:*

The duties of incumbents of these positions, which may involve supervision of employes in Grade I, are to investigate and report upon industrial processes adapted to the instruction of the blind, to promote sales of goods manufactured by the blind, and to develop new fields for blind instruction and industrial centers, and in addition to visit isolated blind persons, to give instruction in reading and writing tactile prints, and in appropriate trades, to secure employment for adult blind, and to perform other work of equivalent character and standard.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than four years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least four years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1320 to \$1800, inclusive, with standard salary rates as follows: \$1320, \$1440, \$1560, \$1680, \$1800.



## **CURATOR GROUP (E 3)**

*Educational Service  
Curator Group*

***Definition:***

The term Curator Group is used to identify those authorized employments of the Educational Service, the incumbents of which are required to supervise the operation and equipping of the State museum, to insure effective display of the exhibits of the same, and to exercise responsible care and management of the property belonging to the State museums.

**NOTE.**—Standard specifications for appropriate grades within this Group will be established when the scope and importance of the museum activities warrant the creation of positions for this Group.





## **EDUCATIONAL SPECIALIST GROUP (E 4)**

*Educational Service*

*Definition:*

*Educational Specialist Group*

The term Educational Specialist Group is used to identify those authorized employments of the Educational Service, the incumbents of which are required to plan, direct and supervise the activities of the University of the State of New York relating to elementary, secondary, vocational and higher education, to direct, supervise and study the Regents examination system, to visit educational and other institutions of whatever grade, registered by, incorporated by or admitted to the University of the State of New York, to report upon the results of such visits, to standardize and apply the methods and principles of visual instruction, to perform other duties relative to the law and Regents' rules governing the administration of elementary, secondary, vocational and higher education as may be assigned; to conduct research work in history and to perform such other duties as might properly be assigned to the State Historian.

**GRADE I (E 4 I)**

*Educational Service*  
*Educational Specialist Group*

**TITLES OF POSITIONS —****EDUCATIONAL SPECIALIST****EDUCATIONAL SPECIALIST (VISUAL INSTRUCTION)****EDUCATIONAL SPECIALIST****DUTIES —***Definition:*

The duties of incumbents of these positions, which require highly specialized training in educational work, are to serve upon committees charged with the preparation of courses of study and of examinations, to visit and inspect educational and other institutions subject to the visitation of the Regents, to report upon conditions of organization, administration and curricula of elementary, secondary, vocational and higher institutions, and to perform such other related duties as may be assigned.

*Examples:*

Serving as specialist in modern languages, involving:

The preparation of question papers in Regents examinations.

The rating of answer papers within a special group.

The visitation and inspection of all secondary schools in the State in which modern languages are taught.

The reporting upon conditions observed.

The giving of aid to teachers of modern languages.

The carrying out of the provisions of the academic syllabus.

Serving as specialist in agricultural education, involving:

The preparation of courses of study.

The organization and administration of special agricultural schools.

The inspection work in such schools and the agricultural courses offered in regular secondary schools.

**EDUCATIONAL SPECIALIST (VISUAL INSTRUCTION)***Definition:*

The duties of the incumbent of this position are to advise school principals, teachers and other educational officials in the methods, principles and practice of visual instruction, and to hold formal and informal conferences

on the same, to assemble, prepare and loan collections of lantern slides, photographs and pictures for use in visual instruction, to standardize works of art for school use, and to perform other related duties to further the interest in and practice of visual instruction.

*Examples:*

Holding conferences on the practice of visual instruction at educational institutions, teachers' meetings, and public gatherings.

Determining the scope of each collection of slides, photographs and pictures, preparing titles, bibliographies and notes.

Examining prints and negatives to determine their acceptability and use.

Studying projecting apparatus and giving advice as to selection and use of same.

Conducting office correspondence, holding interviews.

## QUALIFICATIONS —

### EDUCATIONAL SPECIALIST

*Persons holding these positions shall have:*

1. A degree, diploma, or certificate granted on completion of a standard course of instruction in a college of recognized standing.

2. Not less than five years of experience in teaching, at least half of which shall have been, in part at least, in a supervisory capacity in schools not lower than high school.

3. Such additional qualifications as may be required by the State Civil Service Commission acting in cooperation with the Board of Regents of the University of the State of New York.

### EDUCATIONAL SPECIALIST (VISUAL INSTRUCTION)

*The person holding this position shall have:*

1. A degree, diploma or certificate granted on completion of a standard course of instruction in a college of recognized standing.

2. Not less than five years of experience in teaching, at least two years of which shall have been spent in

teaching the principles and methods of visual instruction, or in work affording opportunity to become familiar with the problems and methods of visual instruction.

3. Such additional qualifications as may be required by the State Civil Service Commission acting in co-operation with the Board of Regents of the University of the State of New York.

#### **COMPENSATION —**

##### **EDUCATIONAL SPECIALIST**

The range of annual compensation of this Grade for full time service is from \$1800 to \$3300, inclusive, with standard salary rates as follows: \$1800, \$1980, \$2160, \$2340, \$2580, \$2820, \$3060, \$3300.

##### **EDUCATIONAL SPECIALIST (VISUAL INSTRUCTION)**

The range of annual compensation of this position in this Grade is from \$2580 to \$3300, inclusive, with standard salary rates as follows: \$2580, \$2820, \$3060, \$3300.

#### **SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE II (E 4 II)***Educational Service**Educational Specialist Group***TITLES OF POSITIONS —**SUPERVISING EDUCATIONAL SPECIALIST  
(EXAMINATIONS)SUPERVISING EDUCATIONAL SPECIALIST  
(VOCATIONAL INSTRUCTION)

STATE HISTORIAN

**DUTIES —**SUPERVISING EDUCATIONAL SPECIALIST  
(EXAMINATIONS)SUPERVISING EDUCATIONAL SPECIALIST  
(VOCATIONAL INSTRUCTION)*Definition:*

The duties of incumbents of these positions, which may involve supervision of employees in Grade I, are to direct the activities of a bureau or other primary unit of organization engaged in the study and operation of the Regents academic and professional examination system, to study the methods and courses of instruction and related lines of work in those schools under the jurisdiction of the State department charged with this function, and to administer and approve courses of study, to inspect, study and report on methods of vocational instruction in schools organized for this purpose or in departments of other schools.

*Examples:*

Acting as Director of the Division of Examinations,  
State Department of Education.

Acting as Director of the Division of Agricultural and  
Industrial Education, State Department of Education.

**STATE HISTORIAN***Definition:*

The duties of the incumbent of this position, which require a wide knowledge of historical research methods and familiarity with State history, are to conduct research work in history, to study historical manuscripts, to edit State historical publications, to prepare and deliver addresses on historical subjects, and to perform other related duties.

**QUALIFICATIONS —****SUPERVISING EDUCATIONAL SPECIALIST  
(EXAMINATIONS)****SUPERVISING EDUCATIONAL SPECIALIST  
(VOCATIONAL INSTRUCTION)**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.

2. Not less than five years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least five years of experience in work of Grade I character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission acting in co-operation with the Board of Regents of the University of the State of New York.

**STATE HISTORIAN**

*The person holding this position shall have:*

1. A degree, diploma or certificate granted on completion of a standard course of instruction in a college of recognized standing.

2. Not less than five years of experience in teaching history, three years of which shall have been spent in teaching American history; *or*

3. Not less than two years of experience in teaching history and in addition three years of graduate or research work in American history.

4. Such additional qualifications as may be required by the State Civil Service Commission acting in co-operation with the Board of Regents of the University of the State of New York.

**COMPENSATION —**

SUPERVISING EDUCATIONAL SPECIALIST  
(EXAMINATIONS)

SUPERVISING EDUCATIONAL SPECIALIST  
(VOCATIONAL INSTRUCTION)

STATE HISTORIAN

The range of annual compensation of this Grade for full time service is from \$3600 to \$4800, inclusive, with standard salary rates as follows: \$3600, \$3900, \$4200, \$4500, \$4800.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE III (E 4 III)***Educational Service**Educational Specialist Group***TITLES OF POSITIONS —**

DIRECTOR ELEMENTARY EDUCATION

DIRECTOR SECONDARY EDUCATION

DIRECTOR HIGHER EDUCATION

**DUTIES —**

DIRECTOR ELEMENTARY EDUCATION

*Definition:*

The duties of the incumbent of this position are to plan, direct and supervise those activities of the State Department of Education which relate to elementary education.

*Examples:*

Generally supervising and directing all matters pertaining to elementary education in the public schools and in normal schools.

Taking charge of the investigation and study of problems of elementary education.

Preparing syllabi and articles on elementary education.

Directing the work of district superintendents.

DIRECTOR SECONDARY EDUCATION

*Definition:*

The duties of the incumbent of this position are to plan, direct and supervise those activities of the State Department of Education which relate to secondary education.

*Examples:*

Supervising applications from schools for incorporation.

Supervising applications from students for registration and admission to examinations.

Administering the university scholarship law.

Supervising the State College For Teachers.

DIRECTOR HIGHER EDUCATION

*Definition:*

The duties of the incumbent of this position are to plan, direct and supervise those activities of the State Department of Education which relate to higher education.

*Examples:*

Supervising and controlling the standards of universities, colleges, professional and technical schools in New York State.



Administering those provisions of the educational law relative to the practice of medicine, law, dentistry, pharmacy, nurse training, chiropody, certified public accounting, certified shorthand reporting, optometry.

#### **QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission acting in co-operation with the Board of Regents of the University of the State of New York.

#### **COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$5100 to \$5700, inclusive, with standard salary rates as follows: \$5100, \$5400, \$5700.

#### **SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **HEALTH LECTURER GROUP (E 5)**

*Definition:* *Educational Service*  
*Health Lecturer Group*

The term Health Lecturer Group is used to identify those authorized employments of the Educational Service, the incumbents of which are required to give prescribed lectures and talks on health, sanitation and related subjects as directed, in schools and other places where such service is not otherwise provided for.

**GRADE I (E 5 I)**

**TITLE OF POSITIONS —** *Educational Service*  
*Health Lecturer Group*

**HEALTH LECTURER****DUTIES —***Definition:*

The duties of the incumbents of these positions are to give prescribed lectures and talks on health, sanitation and related subjects as directed, in schools and other places where such service is not otherwise provided for.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission acting in co-operation with the State department concerned.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service\* is from \$960 to \$1560, inclusive, with standard salary rates as follows: \$960, \$1080, \$1200, \$1320, \$1440, \$1560.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

\* The scholastic year of ten months represents full time service.

## **INSTITUTION TEACHER AND LECTURER GROUP (E 6)**

*Educational Service*

*Definition:*

*Institution Teacher and Lecturer Group*

The Institution Teacher and Lecturer Group is used to identify those authorized employments of the Educational Service, the incumbents of which are required to direct and supervise the educational and vocational work of a State charitable or penal institution or reformatory not covered in any other Group specification, to teach prescribed subjects or courses as directed, and to perform as incidental to the above, necessary custodial and other related duties; to give regular lectures at a State charitable institution or reformatory on prescribed subjects at such times as may be directed by the Board of Managers of such institution.

**GRADE I (E 6 I)***Educational Service***TITLES OF POSITIONS —** *Institution Teacher and Lecturer Group*

TEACHER (KINDERGARTEN)  
 TEACHER (GRADES)  
 TEACHER (HIGH SCHOOL)  
 TEACHER (COMMERCIAL SUBJECTS)  
 TEACHER (HOUSEHOLD ARTS)  
 TEACHER (DRAWING)  
 TEACHER (MUSIC)  
 TEACHER (PIANO TUNING)  
 LECTURER (INSTITUTION)

**DUTIES —**

TEACHER (KINDERGARTEN)  
 TEACHER (GRADES)  
 TEACHER (HIGH SCHOOL)  
 TEACHER (COMMERCIAL SUBJECTS)  
 TEACHER (HOUSEHOLD ARTS)  
 TEACHER (DRAWING)  
 TEACHER (MUSIC)  
 TEACHER (PIANO TUNING)

*Definition:*

The duties of incumbents of these positions, which are performed under supervision, are to give formal class-room or other instruction and training to inmates of State charitable institutions or reformatories in prescribed subjects or courses covered in the position to be filled, not included in any other Group specification, and to perform, as incidental to the above, such necessary custodial and other related duties as may be assigned.

LECTURER (INSTITUTION)

*Definition:*

The duties of incumbents of these positions are to give lectures to inmates of State charitable institutions

or reformatories on prescribed subjects at such times as directed by the Board of Managers of the institution.

*Example:*

Giving lectures on economics, civics, current topics, and American history, at the New York State Reformatory.

### **QUALIFICATIONS —**

TEACHER (KINDERGARTEN) .

TEACHER (GRADES)

TEACHER (HIGH SCHOOL)

TEACHER (COMMERCIAL SUBJECTS)

TEACHER (HOUSEHOLD ARTS)

TEACHER (DRAWING) .

TEACHER (MUSIC)

TEACHER (PIANO TUNING)

*Persons holding these positions shall have:*

1. A degree, diploma or certificate granted on completion of a standard course of instruction in a college or normal school of recognized standing; or

2. Such training in piano, piano tuning, household arts, kindergarten work or in the subject or subjects covered in the position to be filled, as is evidenced by a degree, diploma or certificate from a college, normal school or other institution of recognized standing granted on completion of a standard course of instruction or training in such subject or subjects; or

3. A certificate to teach granted by the Board of Regents of the University of the State of New York.

4. Not less than one year of experience in teaching the subject or subjects covered in the position to be filled.

5. Such additional qualifications as may be required by the State Civil Service Commission.

LECTURER (INSTITUTION)

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

TEACHER (KINDERGARTEN)  
 TEACHER (GRADES)  
 TEACHER (HIGH SCHOOL)  
 TEACHER (COMMERCIAL SUBJECTS)  
 TEACHER (HOUSEHOLD ARTS)  
 TEACHER (DRAWING)  
 TEACHER (MUSIC)  
 TEACHER (PIANO TUNING)

The range of annual compensation of these positions in this Grade for full time service\* is from \$480 to \$900, inclusive, with maintenance, with standard salary rates as follows: \$480, \$540, \$600, \$660, \$720, \$780, \$840, \$900.

\* NOTE.—The scholastic year of eleven months represents full time service.

**LECTURER (INSTITUTION)**

The range of annual compensation of this position in this Grade for *part time* service of not less than three days per week is from \$360 to \$600, inclusive, with standard salary rates as follows: \$360, \$420, \$480, \$540, \$600.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



**GRADE II (E 6 II)***Educational Service***TITLE OF POSITIONS —** *Institution Teacher and Lecturer Group***HEAD TEACHER****DUTIES —***Definition:*

The duties of incumbents of these positions are to take charge of the scholastic and vocational instruction or training and other educational work not covered in any other Group definition at a State charitable or penal institution or reformatory, to direct, supervise and instruct employes in Grade I, to prepare or assist in the preparation of courses of instruction, to supervise the institution library and publications issued by inmates, and to perform such other administrative duties relative to the educational and vocational work of a State charitable institution or reformatory as may be assigned.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than three years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service\* is from \$1080 to \$1560, inclusive, with maintenance, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440, \$1560.

\* **NOTE.**— Head teachers are required to spend the entire year, exclusive of the vacation allowed all employes, at the institution.

**SPECIAL REGULATION GOVERNING SALARY RATES—**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **LIBRARIAN GROUP (E 7)**

*Educational Service  
Librarian Group*

*Definition:*

The term **Librarian Group** is used to identify those authorized employments of the Educational Service, the incumbents of which are required to buy, examine, annotate, classify, calendar, catalog, file, loan and preserve books, manuscripts, documents and other library materials, to organize, interpret and administer such materials for reference use, to organize new and reorganize old libraries, to assist directors of school and public libraries in the management of such libraries, to instruct in all branches of library procedure and methods, and to perform other duties relative to the administration of the New York State Library, the State Library School and allied activities.

**GRADE I (E 7 I)**

*Educational Service  
Librarian Group*

**TITLE OF POSITIONS —****LIBRARY ASSISTANT****DUTIES —***Definition:*

The duties of incumbents of these positions are to perform, under supervision, duties in the buying, examining, annotating, classifying, cataloging, filing and loaning of books, documents and other library materials, and to perform other related duties not requiring a high degree of specialized library training.

*Examples:*

Acting as reference assistant in charge of periodical room.

Examining and annotating new books.

Preparing lists of books on special subjects.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than one year of formal training for library work or proof of other training or experience recognized by the State Civil Service Commission as the equivalent thereof.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$600 to \$780, inclusive, with standard salary rates as follows: \$600, \$660, \$720, \$780.

**GRADE II (E 7 II)***Educational Service  
Librarian Group***TITLE OF POSITIONS —****JUNIOR LIBRARIAN****DUTIES —***Definition:*

The duties of incumbents of these positions are to perform independently duties in the buying, examining, annotating, classifying, cataloging, filing, reference use and loaning of books, documents and other library materials, and to perform related duties requiring specialized knowledge of literature or languages and considerable library training.

*Examples:*

- Acting as indexer.
- Acting as reference assistant.
- Acting as assistant in the division of educational extension.
- Acting as assistant in the book selection section.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than one year of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least one year of experience in work of Grade I character and standard.
3. A degree, diploma or certificate granted on completion of a standard course of instruction in a college of recognized standing, unless this requirement be waived by the appointing officer and the State Civil Service Commission.
4. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$840 to \$1200, inclusive, with standard salary rates as follows: \$840, \$900, \$960, \$1020, \$1080, \$1200.

**GRADE III (E 7 III)***Educational Service  
Librarian Group***TITLES OF POSITIONS —****LIBRARIAN  
ASSISTANT ARCHIVIST****DUTIES —****LIBRARIAN***Definition:*

The duties of incumbents of these positions, which may involve supervision of employees in Grades I and II, are to direct the activities of branch libraries, to act as instructor in library methods and procedure in the library school, to organize new and reorganize old libraries, and to perform independently other duties in general library work requiring a high degree of training in library technique, knowledge of literature and languages, and a specialized knowledge of and experience in the particular duties covered in the position to be filled.

*Examples:*

Acting as medical librarian, State Library.

Acting as librarian for the blind, State Library.

Giving courses in the State Library School in classification, subject headings, cataloging and loan work.

Acting as subject cataloguer in the State Library.

Acting as assistant to the director of the State Library.

Acting as head of the book selection section of the State Library.

Acting as library organizer.

**ASSISTANT ARCHIVIST***Definition:*

The duties of incumbents of these positions are to keep in custody, classify, index, catalog, calendar and preserve the manuscripts, documents, maps and other records to be placed in the archives of the New York State Library, to conduct the less important research and reference work in connection with the same, and to perform such other related work as may be assigned.

**Examples:**

- Restoring old manuscripts.
- Arranging and preparing series of manuscripts for binding.
- Performing reference work either in person or by correspondence.
- Photostating records, documents, maps, drawings, manuscripts, etc.
- Collecting and copying Dutch records.

**QUALIFICATIONS —****LIBRARIAN**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than one year of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least one year of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**ASSISTANT ARCHIVIST**

*Persons holding these positions shall have:*

1. Not less than one year of training or experience in general library work, and in addition at least two years of experience in the care, organization and use of manuscripts.
2. A degree, diploma or certificate granted on completion of a standard course of instruction in a college of recognized standing.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1320 to \$1980, inclusive, with standard salary rates as follows: \$1320, \$1440, \$1560, \$1680, \$1800, \$1980.

**SPECIAL REGULATION GOVERNING SALARY RATES—**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



**GRADE IV (E 7 IV)***Educational Service  
Librarian Group***TITLES OF POSITIONS —****SENIOR LIBRARIAN  
ARCHIVIST****DUTIES —****SENIOR LIBRARIAN***Definition:*

The duties of incumbents of these positions, which may involve supervision of employees in Grades I, II and III, are to direct and assume responsibility for the activities of the more important units of organization or sections of the State library, and to perform independently other duties requiring the highest degree of training and specialized knowledge of library procedure and technique.

*Examples:*

- Acting as law librarian, State library.
- Acting as legislative reference librarian, State Library.
- Acting as reference librarian, State library.
- Acting as chief of the division of school libraries, State Education Department.
- Acting as chief of the division of library extension, State Education Department.
- Acting as book purchaser of the State library.
- Acting as head of the cataloguing section, State library.

**ARCHIVIST***Definition:*

The duties of the incumbent of this position, which require a wide knowledge of languages and history, considerable training in bibliography and in the proper methods for the care, organization and use of manuscripts, are to direct the collecting, classifying, filing and preserving of the manuscripts, documents, maps and other records to be placed in the archives of the New York State Library, to conduct the more difficult research and reference work relative thereto, and to perform other related duties.

*Examples:*

- Translating and editing Dutch records and manuscripts.
- Conducting research work in connection with historical inquiries.

**QUALIFICATIONS —****SENIOR LIBRARIAN**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Librarian, Grade III.

2. Not less than two years of service as a Librarian in Grade III, or if appointed otherwise than by promotion from Grade III, at least two years of experience in work of Librarian, Grade III, character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**ARCHIVIST**

*The person holding this position shall have:*

1. The minimum qualifications prescribed for Assistant Archivist, Grade III.

2. Not less than three years of service as an Assistant Archivist in Grade III, or if appointed otherwise than by promotion from Grade III, at least four years of service in work of Assistant Archivist, Grade III, character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2160 to \$2820, inclusive, with standard salary rates as follows: \$2160, \$2340, \$2580, \$2820.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE V (E 7 V)***Educational Service  
Librarian Group***TITLE OF POSITION —****DIRECTOR, NEW YORK STATE LIBRARY****DUTIES —***Definition:*

The duties of the incumbent of this position are to direct and assume complete responsibility for the activities of the New York State Library, the State Library School, and such other related units of organization as may be required.

**QUALIFICATIONS —***The person holding this position shall have:*

1. The minimum qualifications prescribed for Senior Librarian, Grade IV.
2. Not less than five years of service as Senior Librarian in Grade IV or if appointed otherwise than by promotion from Grade IV, at least five years of experience in work of Senior Librarian, Grade IV character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$5100 to \$5700, inclusive, with standard salary rates as follows: \$5100, \$5400, \$5700.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **REGENTS EXAMINER GROUP (E 8)**

*Educational Service*

*Definition:*

*Regents Examiner Group*

The term Regents Examiner Group is used to identify those authorized employments of the Educational Service, the incumbents of which are required to prepare question papers, to conduct examinations, to rate answer papers and to perform such other related work as may be required in the administration of the Regents examination system.

**GRADE I (E 8 I)**

*Educational Service  
Regents Examiner Group*

**TITLE OF POSITIONS —****REGENTS EXAMINER****DUTIES —***Definition:*

The duties of incumbents of these positions are to prepare question papers used in Regents examinations and in other examinations conducted by the University of the State of New York, to rate answer papers of such examinations, to record the results of such examinations, to issue credentials therefor, and to perform such other related work as may be assigned.

*Examples:*

Preparing question papers for the Cornell University scholarship examination, for the State teachers examination, for training class and training school examinations or for Regents examinations.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. A degree, diploma or certificate granted on completion of a standard course of instruction in a college of recognized standing.
2. Not less than three years of experience in teaching the subject or subjects covered in the position to be filled in a secondary school or schools approved by the Board of Regents of the University of the State of New York.
3. Such additional qualifications as may be required by the State Civil Service Commission acting in co-operation with the Board of Regents of the University of the State of New York.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$960 to \$1320, inclusive, with standard salary rates as follows: \$960, \$1020, \$1080, \$1200, \$1320.

**GRADE II (E 8 II)**

*Educational Service  
Regents Examiner Group*

**TITLES OF POSITIONS —**

**SENIOR REGENTS EXAMINER**

**SENIOR REGENTS EXAMINER (EDITOR)**

**DUTIES —***Definition:*

The duties of incumbents of these positions, which may involve supervision of employes in Grade I, and the editing of Regents examination questions, requiring highly specialized knowledge and training, are to prepare questions, conduct examinations and rate papers for Regents credentials on lectural and advanced subjects, and to perform other services of similar character and standard.

*Examples:*

Criticising question papers prepared by examiners.

Rating papers in college graduate and teachers' subjects.

Conducting teachers' and professional examinations.

Supervision of clerical work relating to issuance of academic credentials.

Conducting correspondence with superintendents and principles concerning Regents examinations.

Conduct the examinations for licenses to practice the several professions in the State of New York.

Rerating papers on appeal and reporting on same.

Editing questions in the several subjects given in the Regents examinations.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.

2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least two years of experience in work of Grade I character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission acting in co-operation with the Board of Regents of the University of the State of New York.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1440 to \$1800, inclusive, with standard salary rates as follows: \$1440, \$1560, \$1680, \$1800.



## **TEACHER AND LECTURER GROUP\* (E 9)**

*Educational Service*

*Definition:*

*Teacher and Lecturer Group*

The term Teacher and Lecturer Group is used to identify those authorized employments of the Educational Service, the incumbents of which are required to take charge of the educational, professional and vocational work, and to teach or lecture on prescribed subjects and courses, at those schools and colleges subject to control and regulation by the Board of Regents of the University of the State of New York, and to perform such other related duties as may be necessary to the supervision and operation of the educational system at such schools and colleges.

\*NOTE.—Standard specifications for the several grades of this group will be prepared when an institution of learning is placed under the direct control of the Board of Regents and the President of the University of the State of New York.



## **PUBLICITY SPECIALIST GROUP (E 10)**

*Definition:* *Educational Service  
Publicity Specialist Group*

The term Publicity Specialist Group is used to identify those authorized employments of the Educational Service, the incumbents of which are required to direct and assume responsibility for and to carry on the publicity and educational work of a State department, in which such work is not otherwise provided for and to perform other related duties in promoting the interests of such department through publicity and educational propaganda.

**GRADE I (E 10 I)***Educational Service***TITLE OF POSITIONS —***Publicity Specialist Group***PUBLICITY SPECIALIST****DUTIES —***Definition:*

The duties of the incumbents of these positions are to prepare or assist in the preparation of departmental bulletins and other literature; to supervise and be responsible for proofreading and editorial revision of the same; to conduct publicity and educational campaigns where such work is not otherwise provided for; to direct departmental exhibit work and to perform such other related duties as may be required.

*Examples:*

Preparing statements for the press.

Supervising or assisting in the editorial revision of departmental literature.

Designing and supervising the loan of departmental exhibits and conducting educational campaigns through same.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than three years of reportorial experience or in other work affording familiarity with publicity methods and practice and in editing, recognized by the State Civil Service Commission as the equivalent thereof.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for fulltime service is from \$1800 to \$2580, inclusive, with standard salary rates as follows: \$1800, \$1980, \$2160, \$2340, \$2580.

## **INVESTIGATIONAL AND EXAMINING SERVICE**

### **SYMBOL (F)**

#### *Definition*

The term Investigational and Examining Service is used to identify those authorized employments of the State Government, the incumbents of which are required to assemble, analyze, interpret and report upon facts, data and other information obtained through the investigation and examination of practices, persons or things, to be used as a basis for official action in the enforcement of statutory or departmental regulation relative thereto, where such is not provided for in any other Service specification.



## **AFTER CARE AGENT GROUP (F 1)**

*Investigational and Examining Service  
After Care Agent Group*

The term After Care Agent Group is used to identify those authorized employments of the Investigational and Examining Service, the incumbents of which are required to regularly visit, assist and generally care for patients paroled from State hospitals for the insane, to keep prescribed records and reports and to perform other work relating to welfare of such persons.

**GRADE I (F 1 I)**

*Investigational and Examining Service  
After Care Agent Group*

**TITLE OF POSITIONS —****AFTER CARE AGENT****DUTIES —***Definition:*

The duties of incumbents of these positions are to visit regularly, assist and generally care for patients paroled from State hospitals for the insane, to keep prescribed records and reports and to perform other related work.

*Examples:*

Accompanying patients to domestic relations court, law offices, railroad stations and various clinics.

Visiting co-operating societies and employment agencies.

Preparing case histories.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than two years of service in Grade II, Nurse Group of the Professional and Scientific Service, or Grade II, Attendant Group of the Institutional Service, or if appointed otherwise than by promotion from Grade II, Nurse Group, or Grade II, Attendant Group, at least two years of experience in work of Grade II, Nurse Group, or Grade II, Attendant Group, character and standard, or at least two years of experience in social investigative work of equivalent character and standard.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$600 to \$720, inclusive, with maintenance, with standard salary rates as follows: \$600, \$660, \$720.

For positions in this Group, where the incumbent is required to take charge of the after care work for two or more State hospitals for the insane, the annual standard rates shall be \$840 to \$960, inclusive, with maintenance.



## **BANK EXAMINER GROUP (F 2)**

*Investigational and Examining Service  
Bank Examiner Group*

*Definition:*

The term Bank Examiner Group is used to identify those authorized employments of the Investigational and Examining Service, the incumbents of which are required to examine the books of accounts and other records of banking institutions for the purpose of determining their solvency and the conformity of practice and methods to statutory and departmental regulation.

**GRADE I (F 2 I)**

*Investigational and Examining Service  
Bank Examiner Group*

**TITLE OF POSITIONS —**

**ASSISTANT BANK EXAMINER**

**DUTIES —***Definition:*

The duties of incumbents of these positions, which require a thorough knowledge of the law and practice governing banking institutions and of auditing and accounting practice, are to execute important assignments involved in the examination of the books of accounts and other records of banking institutions, or to supervise sections of examinations of minor importance.

*Examples:*

Examining, checking and proving loans.

Examining bonds and mortgages.

Counting and checking cash.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The qualifications prescribed for Grade II of the Accountant Group of the Professional and Scientific Service\* and in addition, at least one year of experience in work of Grade II, Accountant Group, character and standard; *or*

2. Not less than three years of service in the State Banking Department in highly specialized clerical work, requiring independent judgment and continuing responsibility; *or*

3. Not less than three years of experience in a bank or banking institution in highly specialized clerical work, requiring independent judgment and continuing responsibility.

4. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$1800 to \$2160, inclusive, with standard salary rates as follows: \$1800, \$1980, \$2160,

The range of *per diem* compensation of this Grade is from \$6 to \$7, inclusive, with standard salary rates as follows: \$6.00, \$6.50, \$7.00.

\* NOTE.— For detailed qualifications refer to page 75. Said qualifications are hereby incorporated in the specification of this Grade.

**GRADE II (F 2 II)**

*Investigational and Examining Service*  
**TITLE OF POSITIONS —** *Bank Examiner Group*

**BANK EXAMINER****DUTIES —***Definition:*

The duties of incumbents of these positions are to supervise examinations of minor or major importance or primary divisions of important examinations of the books of accounts and other records of banking institutions, and to report thereon.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

**(a) As a basis for promotion:**

1. Not less than two years of service in Grade I.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**(b) As a basis for original appointment:**

1. The qualifications prescribed for Grade III of the Accountant Group of the Professional and Scientific Service;\* *or*

2. Not less than five years of service in the State Banking Department in highly specialized clerical work requiring independent judgment and continuing responsibility; *or*

3. Not less than five years of experience in a bank or banking institution in highly specialized clerical work requiring independent judgment and continuing responsibility.

4. Such additional qualifications as may be required by the State Civil Service Commission.

**\*NOTE.**— For detailed qualifications refer to page 77. Said qualifications are hereby incorporated in the specification of this Grade.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$2340 to \$3540, inclusive, with standard salary rates as follows: \$2340, \$2580, \$2820, \$3060, \$3300, \$3540.

The range of *per diem* compensation of this Grade is from \$8 to \$12, inclusive, with standard salary rates as follows: \$8.00, \$8.50, \$9.25, \$10.00, \$11.00, \$12.00.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed; provided that the last three salary rates, \$3060, \$3300 and \$3540 (or their per diem equivalents, \$10, \$11 and \$12), shall be assigned only to positions, the incumbents of which are charged with the conduct of examinations of major importance and shall be designated by the work title of Senior Bank Examiner.

**GRADE III (F 2 III)**

*Investigational and Examining Service  
Bank Examiner Group*

**TITLES OF POSITIONS —**

**SUPERVISING BANK EXAMINER  
CHIEF BANK EXAMINER**

**DUTIES —***Definition:*

The duties of incumbents of these positions are to direct and supervise the bureau or other primary unit of a State department charged with the examination of the books of accounts and other records of banking institutions, or to supervise and direct examinations requiring the highest degree of technical training and administrative ability.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than three years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least three years of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —****SUPERVISING BANK EXAMINER**

The range of *annual* compensation of this position in this Grade for full time service is from \$3900 to \$4500, inclusive, with standard salary rates as follows: \$3900, \$4200, \$4500.

The range of *per diem* compensation of this position in this Grade is from \$13 to \$15, inclusive, with standard salary rates as follows: \$13, \$14, \$15.

**CHIEF BANK EXAMINER**

The range of *annual* compensation of this position in this Grade for full time service is from \$4800 to

\$5400, inclusive, with standard salary rates as follows: \$4800, \$5100, \$5400.

The range of *per diem* compensation of this position in this Grade is from \$16 to \$18, with standard salary rates as follows: \$16, \$17, \$18.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **CIVIL SERVICE EXAMINER GROUP (F 3)**

***Definition:***

*Investigational and Examining Service  
Civil Service Examiner Group*

The term Civil Service Examiner Group is used to identify those authorized employments of the Professional and Scientific Service, the incumbents of which are required to analyze the prescribed requirements and duties of the positions in the Civil Service of the State, to collect data relevant thereto, to prepare examination questions, to rate examination papers and to perform other technical work in the establishment of eligible lists for positions within the Civil Service of the State or in enforcing the provisions of the State Civil Service Law and the rules and regulations of the State Civil Service Commission.

**GRADE I (F 3 I)**

*Investigational and Examining Service  
Civil Service Examiner Group*

**TITLE OF POSITIONS —****CIVIL SERVICE EXAMINER****DUTIES —***Definition:*

The duties of incumbents of these positions, which require ability to collect, classify and interpret information relating to the lines of work performed in the State, are to determine and record duties and work requirements of positions in the civil service, to prepare simple examinations on the basis thereof, to rate examination papers and to make minor investigations of departmental or other practice incident to the enforcement of civil service laws and regulations in the State, or cities thereof.

*Examples:*

Preparing examinations for positions in the First or Second Grades, Clerk Group.

Preparing examinations for positions in the First Grade, Bookkeeper Group.

Rating papers therefor.

Investigating the enforcement of regulations governing the rating and recording of individual efficiency.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such education as is evidenced by a degree granted on completion of a standard course of instruction in a college or technical school of recognized standing.

2. Not less than two years of practical experience in engineering, accounting, teaching or other professional work of a standard and character approved by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$1440 to \$1800, inclusive, with standard salary rates as follows: \$1440, \$1560, \$1680, \$1800.



The range of *per diem* compensation of this Grade is from \$2.50 to \$5.00, inclusive, with standard salary rates as follows: \$2.50, \$3.00, \$3.50, \$4.00, \$4.50, \$5.00.

**GRADE II (F 3 II)***Investigational and Examining Service***TITLES OF POSITIONS —** *Civil Service Examiner Group***SENIOR CIVIL SERVICE EXAMINER****SENIOR CIVIL SERVICE EXAMINER (STANDARDS AND SERVICE RECORDS)****DUTIES —****SENIOR CIVIL SERVICE EXAMINER***Definition:*

The duties of incumbents of these positions, which require specialized training and demonstrated ability in civil service examining methods, are to assume responsibility for a major division of the examining work of the Civil Service Commission, to prepare and rate technical, scientific or other important written or oral examinations requiring an intimate knowledge of procedures and employment conditions within a professional or technical service and to make independent inspections and investigations of the methods and practices of municipal civil service commissions, under the direction of the Chief Examiner.

*Examples:*

Preparing and conducting examinations for positions in Engineer Group.

Preparing and conducting examinations for positions in the Accountant, Statistician, Bookkeeper and other technical Groups.

**SENIOR CIVIL SERVICE EXAMINER (STANDARDS AND SERVICE RECORDS)***Definition:*

The duties of incumbents of these positions, which require ability to investigate and report upon working conditions of the personnel within State departments, are to supervise the installation and maintenance of individual service records, to review departmental ratings, and to perform related technical or investigative work incidental to the enforcement of civil service efficiency regulations.

**QUALIFICATIONS —****SENIOR CIVIL SERVICE EXAMINER**

*Persons holding these positions shall have:*

**(a) As a basis for promotion:**

1. Not less than three years of service in Grade I.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**(b) As a basis for original entrance:**

1. Such education as is evidenced by a degree granted on completion of a standard course of instruction in a college or technical school of recognized standing.

2. Not less than five years of experience in the practice of engineering, accounting, teaching or other professional work of a character and standard approved by the State Civil Service Commission.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**SENIOR CIVIL SERVICE EXAMINER (STANDARDS AND SERVICE RECORDS)**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.

2. Not less than two years of service in Grade I, a major portion of which must have been spent in work related to service records, or if appointed otherwise than by promotion from Grade I, at least two years of experience in work related to efficiency records, of Grade I character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1980 to \$2580, inclusive, with standard salary rates as follows: \$1980, \$2160, \$2340, \$2580.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SAL-  
ARY RATES—**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE III (F 3 III)***Investigational and Examining Service***TITLES OF POSITIONS —** *Civil Service Examiner Group***CHIEF CIVIL SERVICE EXAMINER****CHIEF CIVIL SERVICE EXAMINER (STANDARDS AND SERVICE RECORDS)****DUTIES —****CHIEF CIVIL SERVICE EXAMINER***Definition:*

The duties of the incumbent of this position, which require the widest knowledge of civil service examining technique, are to direct the work of the Examining Division and assume complete responsibility, subject to the supervision of the Civil Service Commission, for the arrangement, conduct and rating of all civil service examinations and for inspections and investigations of the methods and practice of municipal civil service commissions.

**CHIEF CIVIL SERVICE EXAMINER (STANDARDS AND SERVICE RECORDS)***Definition:*

The duties of the incumbent of this position are to inaugurate and direct, under the supervision of the Civil Service Commission, investigations and studies of organization, system and procedure of departments, divisions and bureaus of the State, to install and supervise a system of individual service records as one of the bases of promotion and demotion, with a system of checks thereon, and to make other investigations pertinent to the development of a modern system of employment in the State service.

**QUALIFICATIONS —****CHIEF CIVIL SERVICE EXAMINER***The person holding this position shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than two years of service in Grade II, or

if appointed otherwise than by promotion from Grade II, at least three years of experience in work of Grade II character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

#### CHIEF CIVIL SERVICE EXAMINER (STANDARDS AND SERVICE RECORDS)

*The person holding this position shall have:*

1. The minimum qualifications prescribed for Grade II.

2. Not less than three years of service in Grade II in work related to service records, or if appointed otherwise than by promotion from Grade II, at least five years of experience in charge of work related to service records of Grade II character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

#### COMPENSATION —

The range of annual compensation of this Grade for full time service is from \$3300 to \$4500, inclusive, with standard salary rates as follows: \$3300, \$3600, \$3900, \$4200, \$4500.

#### SPECIAL REGULATION GOVERNING SALARY RATES —

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **EXAMINER OF COMPENSATION CLAIMS GROUP**

**(F 4)**

*Investigational and Examining Service  
Examiner of Compensation Claims Group*

*Definition:*

The term Examiner of Compensation Claims Group is used to identify those authorized employments of the Investigational and Examining Service, the incumbents of which are required to make examinations and field investigations and hold hearings relative to claims for compensation under the provisions of the Workmen's Compensation Law and to perform other related work.

**GRADE I (F 4 I)**

*Investigational and Examining Service*  
**TITLE OF POSITIONS —** *Examiner of Compensation Claims Group*

**EXAMINER OF CLAIMS****DUTIES —***Definition:*

The duties of incumbents of these positions, which are performed under supervision, are to make routine examinations of claims for compensation under the provisions of the Workmen's Compensation Law, to make field investigations relative thereto when necessary, in order to determine questions of fact, to make recommendations for awards, to serve subpoenas and to perform other work of equivalent character and standard.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than two years of experience in professional, commercial or industrial work, or in public service, affording opportunity to become familiar with the type of work covered in the position to be filled.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1440, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440.



**GRADE II (F 4 II)***Investigational and Examining Service***TITLE OF POSITIONS —** *Examiner of Compensation Claims Group***SENIOR EXAMINER OF CLAIMS****DUTIES —***Definition:*

The duties of incumbents of these positions, which are performed under supervision, are to examine claims for compensation under the provisions of the Workmen's Compensation Law involving difficult questions of law or fact, to make field investigations relative thereto, to make recommendations for awards and to perform other work of equivalent character and standard.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1560 to \$1980, inclusive, with standard salary rates as follows: \$1560, \$1680, \$1800, \$1980.

**GRADE III (F 4 III)***Investigational and Examining Service***TITLE OF POSITIONS —** *Examiner of Compensation Claims Group***REFEREE (COMPENSATION CLAIMS)****DUTIES —***Definition:*

The duties of incumbents of these positions, which require judgment and independent responsibility, are to direct and supervise the activities of a district office of that department of the State government charged with the enforcement of the provisions of the Workmen's Compensation Law, to hold hearings, direct investigations, take depositions, administer oaths, issue subpoenas, compel attendance of witnesses and the production of books, accounts, papers, records and testimonies, to make awards and decisions and to issue orders involved in the administration of the provisions of said law.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than three years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least six years of experience in professional, commercial or industrial work, or in public service, affording opportunity to acquire special knowledge of the work covered in the position to be filled, at least three years of which shall have been in an administrative capacity.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2580 to \$3540, inclusive, with standard salary rates as follows: \$2580, \$2820, \$3060, \$3300, \$3540.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE IV (F 4 IV)**

*Investigational and Examining Service  
Examiner of Compensation Claims Group*

**TITLE OF POSITION —****CHIEF EXAMINER OF CLAIMS****DUTIES —***Definition:*

The duties of the incumbent of this position are to direct and assume responsibility for the activities of a division or other primary unit of the State department charged with the administration and enforcement of the Workmen's Compensation Law, involving the receipt and examination of reports of injuries and testimony in support of claims for compensation, the making of field investigations and the preparation of data relative thereto for use in the determination of the awards, the notification of all interested parties as to times of hearings and the disposition of claims, and the keeping of records of awards made and payments thereof.

**QUALIFICATIONS —**

*The person holding this position shall have:*

**(a) As a basis for promotion:**

1. Not less than five years of service in Grade II, or at least two years of service in Grade III.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**(b) As a basis for original entrance:**

1. Not less than five years of experience in an administrative capacity in professional, commercial or industrial work, or in public service, of Grade III character and standard.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$3600 to \$4500, inclusive, with standard salary rates as follows: \$3600, \$3900, \$4200, \$4500.

**GRADE V (F 4 V)**

*Investigational and Examining Service  
Examiner of Compensation Claims Group*

**TITLE OF POSITION —**

**DIRECTOR OF WORKMEN'S COMPENSATION  
BUREAU**

**DUTIES —**

*Definition:*

The duties of the incumbent of this position are to direct and assume complete responsibility for the activities of that bureau or other primary unit of the State government charged directly with the administration and enforcement of the Workmen's Compensation Law.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. A degree of Bachelor of Laws granted by a college of recognized standing, or a certificate or record of admission to the bar of New York State, or experience recognized by the State Civil Service Commission as the equivalent thereof.

2. Not less than two years of service in Grade IV, or at least four years of service in Grade III, or if appointed otherwise than by promotion, not less than eight years of practical experience in professional, commercial or industrial work, or in public service, at least five years of which shall have been in a capacity requiring a high order of organizing and executive ability and at least three years of which shall have been in work affording special opportunity to become familiar with the principles of compensation insurance.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$4800 to \$6000, inclusive, with standard salary rates as follows: \$4800, \$5100, \$5400, \$5700, \$6000.

## **EXAMINER OF CORPORATION TAX GROUP (F 5)**

*Investigational and Examining Service*

*Examiner of Corporation Tax Group*

### ***Definition:***

The term Examiner of Corporation Tax Group is used to identify those authorized employments of the Investigational and Examining Service, the incumbents of which are required to direct and conduct such investigations regarding delinquent corporations, involving the examination of officers, books and records and operating methods as may be necessary to the determination and fixation of corporation taxes and the enforcement of the provisions of the Tax Law relative thereto.

**GRADE I (F 5 I)**

*Investigational and Examining Service  
Examiner of Corporation Tax Group*

**TITLE OF POSITIONS —****EXAMINER OF CORPORATION TAX****DUTIES —***Definition:*

The duties of incumbents of these positions are to make, under supervision, such investigations regarding delinquent corporations, involving the examination of officers, books, records and operating methods, as may be necessary to the determination and fixation of corporation taxes and the enforcement of the provisions of the Tax Law relative thereto.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than three years of experience in professional or commercial work, or in the public service, affording opportunity to become familiar with accounting and operating methods of corporations; provided, that a degree of Bachelor of Laws granted by a college of recognized standing, or evidence of admission to the bar of the State of New York, or such training in accounting as is evidenced by a degree, diploma or certificate granted on completion of a standard course of instruction in an accounting school of recognized standing, will be accepted in lieu of two years of the experience requirement in this section.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for *full time* service of not less than 1800 working hours per annum is from \$1560 to \$1980, inclusive, with standard salary rates as follows: \$1560, \$1680, \$1800, \$1980.

The annual compensation of this Grade for *part time* service of not less than 1000 working hours per annum, is \$1500.

The annual compensation of this Grade for *part time* service of not less than 750 working hours, but not more than 1000 working hours per annum, is \$1200.

**GRADE II (F 5 II)**

*Investigational and Examining Service  
Examiner of Corporation Tax Group*

**TITLE OF POSITION —****SENIOR EXAMINER OF CORPORATION TAX****DUTIES —***Definition:*

The duties of the incumbent of this position are to direct and assume complete responsibility for the activities of an important division of that bureau or other primary unit of a State department charged with the enforcement of the provisions of the Tax Law relative to the assessment of corporation taxes.

*Example:*

Directing activities of the New York office of the State Tax Department.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least two years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2160 to \$2580, inclusive, with standard salary rates as follows: \$2160, \$2340, \$2580.



**GRADE III (F 5 III)**

*Investigational and Examining Service  
Examiner of Corporation Tax Group*

**TITLE OF POSITION —**

**SUPERVISING EXAMINER OF CORPORATION  
TAX**

**DUTIES —***Definition:*

The duties of the incumbent of this position are to assist in the direction and supervision of the activities of that bureau or other organization unit of a State department charged with the enforcement of the provisions of the Tax Law relative to the assessment of corporation taxes.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The qualifications prescribed for Grade V of the Clerk Group of the Clerical Service\* and in addition at least three years of service in Grade V; or, if appointed otherwise than by promotion from Grade V, not less than five years of experience in professional or commercial work or in public service affording opportunity to become familiar with the type of work covered in this position; provided that a degree of Bachelor of Laws granted by a college of recognized standing or evidence of admission to the Bar of the State of New York will be accepted as the equivalent of two years of the experience requirement in this section.

2. Such additional qualifications as may be prescribed by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2820 to \$3300, inclusive, with standard salary rates as follows: \$2820, \$3060, \$3300.

\* NOTE.— For detailed qualifications refer to page 34. Said qualifications are hereby incorporated in the specification of this Grade.

**GRADE IV (F 5 IV)**

*Investigational and Examining Service  
Examiner of Corporation Tax Group*

**TITLE OF POSITION —****CHIEF EXAMINER OF CORPORATION TAX****DUTIES —***Definition:*

The duties of the incumbent of this position are to direct and assume complete responsibility for the activities of that bureau or other organization unit of the State department charged with the enforcement of the provisions of the Tax Law relative to the assessment of corporation taxes.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. Not less than three years of service in Grade III or, if appointed otherwise than by promotion from Grade III, at least three years of experience in work of Grade III character and standard.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$3900 to \$5100, inclusive, with standard salary rates as follows: \$3900, \$4200, \$4500, \$4800, \$5100.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **EXAMINER OF DOCUMENTS AND RECORDS GROUP (F 6)**

*Investigational and Examining Service  
Examiner of Documents and Records Group*

*Definition:*

The term Examiner of Documents and Records Group is used to identify those authorized employments of the Investigational and Examining Service, the incumbents of which are required to examine, inspect and verify documents and records relating to special features of financial transactions, or to examine documents submitted by applicants requesting authority to operate as a corporate body.

**GRADE I (F 6 I)**

*Investigational and Examining Service  
Examiner of Documents and Records Group*

**TITLES OF POSITIONS —**

JUNIOR EXAMINER OF DOCUMENTS AND  
RECORDS (STOCK TRANSFER TAX)

JUNIOR EXAMINER OF DOCUMENTS AND  
RECORDS (COURT AND TRUST FUND)

**DUTIES —***Definition:*

The duties of incumbents of these positions, which require a knowledge of the statutory and departmental regulation governing the procedures involved and of bookkeeping procedure and office methods, are to perform, under supervision, detail work involved in the examination of documents and records relating to special features of financial transactions.

*Examples:*

Assisting in the examination of stock transfer tax records.

Assisting in the examination of court and trust fund accounts.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than two years of experience in professional or commercial work or in public service affording opportunity to become familiar with the type of work covered in the position to be filled.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

JUNIOR EXAMINER OF DOCUMENTS AND  
RECORDS (STOCK TRANSFER TAX)

The range of annual compensation of this position in this Grade is from \$1080 to \$1320, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320.

JUNIOR EXAMINER OF DOCUMENTS AND  
RECORDS (COURT AND TRUST FUND)

The range of annual compensation of this position in this Grade for full time service is from \$1080 to \$1440, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440.

**GRADE II (F 6 II)**

*Investigational and Examining Service*  
*Examiner of Documents and Records Group*

**TITLES OF POSITIONS —**

EXAMINER OF DOCUMENTS AND RECORDS  
 (MORTGAGE TAX)

EXAMINER OF DOCUMENTS AND RECORDS  
 (STOCK TRANSFER TAX)

EXAMINER OF DOCUMENTS AND RECORDS  
 (COURT AND TRUST FUNDS)

EXAMINER OF DOCUMENTS AND RECORDS  
 (CORPORATION PAPERS)

**DUTIES —**

EXAMINER OF DOCUMENTS AND RECORDS  
 (MORTGAGE TAX)

EXAMINER OF DOCUMENTS AND RECORDS  
 (STOCK TRANSFER TAX)

EXAMINER OF DOCUMENTS AND RECORDS  
 (COURT AND TRUST FUNDS)

*Definition:*

The duties of incumbents of these positions, which involve independent responsibility, are to examine, analyze and interpret documents and records relating to special features of financial transactions, to determine their conformity with the laws of the State and to report thereon.

*Examples:*

Examining stock transfer tax records  
 Examining court and trust fund accounts.  
 Examining mortgage tax records.

EXAMINER OF DOCUMENTS AND RECORDS  
 (CORPORATION PAPERS)

*Definition:*

The duties of incumbents of these positions, which require a specialized knowledge of the corporation law of the State, are to examine the articles of association,

proposed amendments thereto and supplementary certificates and reports submitted by applicants requesting authority to operate as a corporate body and to determine their conformity with the laws of the State.

### **QUALIFICATIONS —**

#### **EXAMINER OF DOCUMENTS AND RECORDS (MORTGAGE TAX)**

*Persons holding these positions shall have:*

1. Not less than three years of experience in professional or commercial work, or in public service, requiring a knowledge of the provisions of the Tax Law relative to mortgage taxes and familiarity with public records relating to the transfer of property; provided, that a degree of Bachelor of Laws granted by a college of recognized standing, or evidence of admission to the bar of the State of New York, will be accepted in lieu of two years of the experience requirement in this section.

2. Such additional qualifications as may be required by the State Civil Service Commission.

#### **EXAMINER OF DOCUMENTS AND RECORDS (STOCK TRANSFER TAX)**

#### **EXAMINER OF DOCUMENTS AND RECORDS (COURT AND TRUST FUND)**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.

2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least two years of experience in work of Grade I character and standard; provided, that a degree of Bachelor of Laws granted by a college of recognized standing, or evidence of admission to the bar of the State of New York, will be accepted in lieu of the minimum qualifications prescribed for Grade I and one year of the experience requirement in this section.

3. Such additional qualifications as may be required by the State Civil Service Commission.

### EXAMINER OF DOCUMENTS AND RECORDS (CORPORATION PAPERS)

*Persons holding these positions shall have:*

1. A degree of Bachelor of Laws granted upon completion of a standard course of instruction in a college of recognized standing or a certificate or record of admission to the bar of the State of New York; or

2. Not less than three years of experience as a law clerk of a standard satisfactory to the State Civil Service Commission.

3. Such additional qualifications as may be required by the State Civil Service Commission.

### COMPENSATION —

#### EXAMINER OF DOCUMENTS AND RECORDS (MORTGAGE TAX)

The range of annual compensation of this position in this Grade is from \$1680 to \$1980, inclusive, with standard salary rates as follows: \$1680, \$1800, \$1980.

#### EXAMINER OF DOCUMENTS AND RECORDS (STOCK TRANSFER TAX)

The range of annual compensation of this position in this Grade for full time service is from \$1440 to \$1800, inclusive, with standard salary rate as follows: \$1440, \$1560, \$1680, \$1800.

#### EXAMINER OF DOCUMENTS AND RECORDS (COURT AND TRUST FUND)

The range of annual compensation of this position in this Grade for full time service is from \$1560 to \$1980, inclusive, with standard salary rates as follows: \$1560, \$1680, \$1800, \$1980.

**EXAMINER OF DOCUMENTS AND RECORDS  
(CORPORATION PAPERS)**

The range of annual compensation of this position in this Grade for full time service is from \$1440 to \$1980, inclusive, with standard salary rates as follows: \$1440, \$1560, \$1680, \$1800, \$1980.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SAL-  
ARY RATES FOR EXAMINER OF DOCU-  
MENTS AND RECORDS (CORPORATION  
PAPERS) —**

Advancement for this position in this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rate to be designated does not exceed the value of the work to be performed.



**GRADE III (F 6 III)**

*Investigational and Examining Service  
Examiner of Documents and Records Group*

**TITLES OF POSITIONS —**

SUPERVISING EXAMINER OF DOCUMENTS  
AND RECORDS (MORTGAGE TAX)

SUPERVISING EXAMINER OF DOCUMENTS  
AND RECORDS (COURT AND TRUST  
FUND)

SUPERVISING EXAMINER OF DOCUMENTS  
AND RECORDS (CORPORATION PAPERS)

**DUTIES —**

SUPERVISING EXAMINER OF DOCUMENTS  
AND RECORDS (MORTGAGE TAX)

*Definition:*

The duties of the incumbent of this position are to assist in the direction and supervision of the activities of that bureau or other primary unit of a State department charged with the enforcement of the provisions of the Tax Law relative to mortgage taxes.

SUPERVISING EXAMINER OF DOCUMENTS  
AND RECORDS (COURT AND TRUST  
FUND)

*Definition:*

The duties of the incumbent of this position are to direct and supervise a major examining unit of that bureau or other primary unit of a State department charged with the examination of court and trust fund accounts.

SUPERVISING EXAMINER OF DOCUMENTS  
AND RECORDS (CORPORATION PAPERS)

*Definition:*

The duties of the incumbent of this position, which require a high degree of administrative ability, are to supervise and direct the activities of that bureau or other primary unit of a State department charged with the enforcement of the provisions of the General Corporation Law relative to the incorporation of corporations.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than two years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least two years of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

**SUPERVISING EXAMINER OF DOCUMENTS  
AND RECORDS (MORTGAGE TAX)**

The range of annual compensation of this position in this Grade for full time service is from \$2340 to \$3300, inclusive, with standard salary rates as follows: \$2340, \$2580, \$2820, \$3060, \$3300.

**SUPERVISING EXAMINER OF DOCUMENTS  
AND RECORDS (CORPORATION  
PAPERS)**

The range of annual compensation of this position in this Grade for full time service is from \$2340 to \$3060, inclusive, with standard salary rates as follows: \$2340, \$2580, \$2820, \$3060.

**SUPERVISING EXAMINER OF DOCUMENTS  
AND RECORDS (COURT AND TRUST  
FUND)**

The range of annual compensation of this position in this Grade for full time service is from \$2580 to \$3540, inclusive, with standard salary rates as follows: \$2580, \$2820, \$3060, \$3300, \$3540.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SAL-  
ARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE IV (F 6 IV)**

*Investigational and Examining Service  
Examiner of Documents and Records Group*

**TITLES OF POSITIONS —**

CHIEF EXAMINER OF DOCUMENTS AND  
RECORDS (MORTGAGE TAX)

CHIEF EXAMINER OF DOCUMENTS AND  
RECORDS (STOCK TRANSFER TAX)

**DUTIES —***Definition:*

The duties of incumbents of these positions, which require a high degree of administrative ability, are to direct and assume complete responsibility for the activities of that bureau or other primary unit of the State department charged with the enforcement of the provisions of the Tax Law relative to mortgage or stock transfer taxes.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade III.
2. Not less than three years of service in Grade III, or if appointed otherwise than by promotion from Grade III, at least three years of experience in work of Grade III character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

CHIEF EXAMINER OF DOCUMENTS AND  
RECORDS (MORTGAGE TAX)

The range of annual compensation of this position in this Grade for full time service is from \$3600 to \$4200, inclusive, with standard salary rates as follows: \$3600, \$3900, \$4200.

**CHIEF EXAMINER OF DOCUMENTS AND  
RECORDS (STOCK TRANSFER TAX)**

The range of annual compensation of this position in this Grade for full time service is from \$3300 to \$3900, inclusive, with standard salary rates as follows: \$3300, \$3600, \$3900.

## **INDUSTRIAL CODE EXAMINER GROUP (F 7)**

*Investigational and Examining Service  
Industrial Code Examiner Group*

***Definition:***

The term Industrial Code Examiner Group is used to identify those authorized employments of the Investigational and Examining Service, the incumbents of which are required to conduct hearings, make investigations, organize advisory committees and confer with such committees and with architects, engineers, builders and others for the purpose of making recommendations as a basis for executive action relative to the revision or modification of the Industrial Code, to review appeals from orders issued for the enforcement of the Labor Law and the reports and recommendations of inspectors relative thereto and to perform other related work.

**GRADE I (F 7 I)**

*Investigational and Examining Service  
Industrial Code Examiner Group*

**TITLE OF POSITIONS —****INDUSTRIAL CODE EXAMINER****DUTIES —***Definition:*

The duties of incumbents of these positions are to conduct hearings, make investigations, organize advisory committees and confer with such committees and with architects, engineers, builders and others, for the purpose of making recommendations as a basis for executive action relative to the revision or modification of the Industrial Code, to review appeals from orders issued for the enforcement of the Labor Law and the reports and recommendations of inspectors relative thereto and to perform other related work.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. A degree in mechanical or sanitary engineering granted on completion of a standard course of instruction in a college of recognized standing, and, in addition, not less than five years of experience in engineering work, at least three years of which shall have been in the direction of industrial safety or fire prevention work, or industrial sanitation; or

2. Not less than eight years of experience in mechanical or sanitary engineering work, at least three years of which shall have been in the direction of industrial safety or fire prevention work or industrial sanitation.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2820 to \$3540, inclusive, with standard salary rates as follows: \$2820, \$3060, \$3300, \$3540.

## **INDUSTRIAL MEDIATOR GROUP (F 8)**

*Investigational and Examining Service  
Industrial Mediator Group*

*Definition:* .

The term Industrial Mediator Group is used to identify those authorized employments of the Investigational and Examining Service, the incumbents of which are required to prevent and settle industrial disputes, as provided in the Labor Law.

**GRADE I (F 8 I)**

*Investigational and Examining Service  
Industrial Mediator Group*

**TITLE OF POSITIONS —****INDUSTRIAL MEDIATOR****DUTIES —***Definition:*

The duties of incumbents of these positions, which involve independent responsibility and require a high degree of tact and judgment in handling important industrial problems, are to visit any place where an industrial dispute may be in progress for the purpose of collecting information relative to such dispute and conferring, co-operating and advising with the parties in dispute in order to effect a just and amicable settlement of the controversy.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than five years of experience in professional or industrial work, or in public service, affording special opportunity to become familiar with employment conditions and labor problems in large and well established industries.

2. Such additional qualifications as may be required by the State Civil Service Commission acting in co-operation with the Industrial Council.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2160 to \$3060, inclusive, with standard salary rates, as follows: \$2160, \$2340, \$2580, \$2820, \$3060.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



**GRADE II (F 8 II)**

*Investigational and Examining Service  
Industrial Mediator Group*

**TITLE OF POSITION —**

**DIRECTOR OF INDUSTRIAL MEDIATION**

**DUTIES —***Definition:*

The duties of the incumbent of this position, which require a high degree of tact and judgment, are to direct and assume complete responsibility for the work of employes in Grade I, to act as chairman of the State Board of Mediation and Arbitration, to direct and conduct examinations or investigations and to perform other related work for the purpose of effecting just and amicable settlements of industrial disputes.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. Not less than three years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$3600 to \$4800, inclusive, with standard salary rates as follows: \$3600, \$3900, \$4200, \$4500, \$4800.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**NOTE.**—The above standard specification shall apply only to that position the incumbent of which has heretofore been designated as the Third Deputy Commissioner of the Industrial Commission.



## **INSURANCE EXAMINER GROUP (F 9)**

*Investigational and Examining Service  
Insurance Examiner Group*

*Definition:*

The term Insurance Examiner Group is used to identify those authorized employments of the Investigational and Examining Service, the incumbents of which are required to examine the books of accounts and other records of insurance companies for the purpose of determining their solvency and the conformity of practice and methods to statutory and departmental regulation.

**GRADE I (F 9 I)***Investigational and Examining Service  
Insurance Examiner Group***TITLE OF POSITIONS —****INSURANCE EXAMINER****DUTIES —***Definition:*

The duties of incumbents of these positions, which require a thorough knowledge of the law and practice governing insurance companies and of auditing and accounting practice, are to execute important assignments connected with the examination of the books of accounts and other records of insurance companies, or to supervise minor examinations or sections of important examinations.

*Examples:*

Examining underwriting methods.  
Examining classifications of risks.  
Examining and computing reserves.  
Examining claim settlements.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The qualifications prescribed for Grade II of the Accountant Group of the Professional and Scientific Service;\* *or*

2. Not less than three years of experience in insurance work requiring independent judgment and continuing responsibility; *or*

3. Not less than three years of service in the Insurance Department in highly specialized clerical work requiring independent judgment and continuing responsibility; *or*

4. A degree of Bachelor of Laws granted by a college of recognized standing or evidence of admission to the bar of the State of New York, and, in addition, one year of experience in insurance work requiring independent judgment and continuing responsibility.

5. Such additional qualifications as may be required by the State Civil Service Commission.

\* NOTE.— For detailed qualifications refer to page 75. Said qualifications are hereby incorporated in the specification of this Grade.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1800 to \$2340, inclusive, with standard salary rates as follows: \$1800, \$1980, \$2160, \$2340.

**GRADE II (F 9 II)**

*Investigational and Examining Service  
Insurance Examiner Group*

**TITLE OF POSITIONS —****SENIOR INSURANCE EXAMINER****DUTIES —***Definition:*

The duties of incumbents of these positions are to supervise important examinations or primary divisions of large and important examinations of the books of accounts and other records of insurance companies and to report thereon.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least two years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2580 to \$3540, inclusive, with standard salary rates as follows: \$2580, \$2820, \$3060, \$3300, \$3540.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed; provided that the last two salary rates, \$3300 and \$3540, shall be assigned only to positions, the incumbents of which are charged with the conduct of examinations of major importance and shall be designated by the working title of Supervising Insurance Examiner.

**GRADE III (F 9 II)**

*Investigational and Examining Service  
Insurance Examiner Group*

**TITLE OF POSITIONS —****CHIEF INSURANCE EXAMINER****DUTIES —***Definition:*

The duties of incumbents of these positions are to supervise a primary examining unit of the State department charged with the examination of the books of accounts and other records of insurance companies and to give critical and constructive advice on insurance matters of the highest order as a basis for administrative control.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than three years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least three years of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$3900 to \$5400, inclusive, with standard salary rates as follows: \$3900, \$4200, \$4500, \$4800, \$5100, \$5400.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.





## **EXAMINER OF LOCAL ASSESSMENTS GROUP (F 10)**

*Investigational and Examining Service  
Examiner of Local Assessments Group*

### ***Definition:***

The term Examiner of Local Assessments Group is used to identify those authorized employments of the Investigational and Examining Service, the incumbents of which are required to collect, co-ordinate and interpret data regarding local assessments, involving the appraisal of property, the examination of tax and assessment rolls and of public records relating to the transfer of property, to investigate complaints regarding inequalities in assessments and equalizations and to advise local assessors in the performance of their work.

**GRADE I (F 10 I)**

*Investigational and Examining Service  
Examiner of Local Assessments Group*

**TITLE OF POSITIONS —****EXAMINER OF LOCAL ASSESSMENTS****DUTIES —***Definition:*

The duties of incumbents of these positions are to collect, co-ordinate and interpret data regarding local assessments, involving the appraisal of property, the examination of tax and assessment rolls and of public records relating to the transfer of property, to investigate complaints regarding inequalities in assessments and equalizations, to advise local assessors in the performance of their work and to perform other related duties of similar standard and character.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than three years of experience in professional or commercial work or in public service affording opportunity to become familiar with real estate values, with the principles, systems and methods of taxation, and with public records relating particularly to the transfer of property; provided, that a degree of Bachelor of Laws granted by a college of recognized standing or evidence of admission to the bar of the State of New York will be accepted as the equivalent of two years of the experience requirement in this section.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1680 to \$2160, inclusive, with standard salary rates as follows: \$1680, \$1800, \$1980, \$2160.

## **MISCELLANEOUS INVESTIGATOR GROUP (F 11)**

*Investigational and Examining Service  
Miscellaneous Investigator Group*

The term Miscellaneous Investigator Group is used to identify those authorized employments of the Investigational and Examining Service, the incumbents of which are required to perform investigative, detective and examining work not covered in any other Group specification.

**GRADE I (F 11 I)**

*Investigational and Examining Service  
Miscellaneous Investigator Group*

**TITLES OF POSITIONS —**

INVESTIGATOR (MISCELLANEOUS)  
INVESTIGATOR (PRIVATE BANKERS)  
APPRAISER (LIVESTOCK)  
APPRAISER (REAL ESTATE)

**DUTIES —**

INVESTIGATOR (MISCELLANEOUS)  
INVESTIGATOR (PRIVATE BANKERS)

*Definition:*

The duties of incumbents of these positions are to perform, under supervision, detective or investigative work of a confidential nature, or to make routine or special investigations and examinations of methods and practices for the purpose of obtaining legal proof of violations of statutory or departmental regulation not governed in any other Group specification.

*Examples:*

Investigating fraudulent practices of commission merchants.

Investigating character of applicants requesting authority to conduct private detective agencies.

Investigating individuals and corporations acting as private bankers and not voluntarily coming under the supervision of the State Banking Department, for the purpose of detecting violations of the provisions of the Banking Law relative thereto.

APPRAISER (LIVESTOCK)

*Definition:*

The duties of incumbents of these positions are to appraise, in accordance with statutory or other regulations, livestock condemned by veterinarians representing the State Department of Agriculture, to report on same and to perform such other related work as may be assigned.

APPRAISER (REAL ESTATE)

*Definition:*

The duties of incumbents of these positions are to inspect, investigate and report upon the condition of

real estate in order to appraise the value of such property in adjusting claims against the State or in the purchase or sale of lands for the State.

#### **QUALIFICATIONS —**

##### **INVESTIGATOR (MISCELLANEOUS)**

##### **INVESTIGATOR (PRIVATE BANKERS)**

*Persons holding these positions shall have:*

1. Not less than three years of experience in professional or commercial work or in public service affording opportunity to become familiar with the type of work covered in the position to be filled.

2. Such additional qualifications as may be required by the State Civil Service Commission.

##### **APPRAISER (LIVESTOCK)**

*Persons holding these positions shall have:*

1. Not less than three years of experience in the handling of livestock or in other work affording opportunity to become familiar with the practices employed in appraising the value of same.

2. Such additional qualifications as may be required by the State Civil Service Commission.

##### **APPRAISER (REAL ESTATE)**

*Persons holding these positions shall have:*

1. Not less than five years of experience in commercial work or in public service in appraising and selling real estate.

2. Such additional qualifications as may be required by the State Civil Service Commission.

#### **COMPENSATION —**

##### **INVESTIGATOR (MISCELLANEOUS)**

The range of annual compensation of this position in this Grade for full time service is from \$1080 to \$1800, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440, \$1560, \$1680, \$1800.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**INVESTIGATOR (PRIVATE BANKERS)**

The range of annual compensation of this position in this Grade for full time service is from \$1320 to \$1800, inclusive, with standard salary rates as follows: \$1320, \$1440, \$1560, \$1680, \$1800.

**SPECIAL REGULATION GOVERNING ADVANCEMENT —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**APPRAISER (LIVESTOCK)**

The range of *annual* compensation of this position in this Grade for full time service is from \$1080 to \$1320, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320.

The *per diem* compensation of this position in this Grade is \$5.

**APPRAISER (REAL ESTATE)**

The range of annual compensation of this position in this Grade for full time service is from \$1560 to \$1980, inclusive, with standard salary rates as follows: \$1560, \$1680, \$1800, 1980.

**GRADE II (F 11 II)**

*Investigational and Examining Service  
Miscellaneous Investigator Group*

**TITLE OF POSITIONS —**

**SENIOR INVESTIGATOR (MISCELLANEOUS)**

**DUTIES —***Definition:*

The duties of incumbents of these positions, which require a thorough knowledge of investigative technique and involve independent responsibility, are to perform highly specialized investigations or examining work not covered in any other Group specification to be used as a basis for official action and guidance.

*Examples:*

Acting as confidential agent to the Superintendent of State Prisons.

Investigating delinquent corporations for the purpose of collecting taxes or determining property available for levy.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.

2. Such additional qualifications as may be prescribed by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1800 to \$2580, inclusive, with standard salary rates as follows: \$1800, \$1980, \$2160, \$2340, \$2580.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.





## **EXAMINER OF MUNICIPAL ACCOUNTS GROUP (F 12)**

*Investigational and Examining Service  
Examiner of Municipal Accounts Group*

*Definition:*

The term Examiner of Municipal Accounts Group is used to identify those authorized employments of the Investigational and Examining Service, the incumbents of which are required to examine the accounting procedures and records of municipal and other civil divisions of the State to determine the correctness and the conformity of such practice and methods to the statutory and departmental regulation of the State and the civil divisions thereof.

**NOTE:** Elementary auditing and accounting work performed in assisting Examiners of this Group will devolve upon Junior Accountants recruited from the Accountant Group.

**GRADE I (F 12 I)**

*Investigational and Examining Service  
Examiner of Municipal Accounts Group*

**TITLE OF POSITIONS —****EXAMINER OF MUNICIPAL ACCOUNTS****DUTIES —***Definition:*

The duties of incumbents of these positions, which require a thorough knowledge of the law and practice governing the financial affairs of municipal and other civil divisions of the State and of auditing and accounting practice, are to execute important assignments involved in the examination of the books of accounts and other records of municipal and other civil divisions of the State, to supervise minor examinations and to devise and install accounting systems of minor scope.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The qualifications prescribed for Grade II of the Accountant Group of the Professional and Scientific Service;\* *or*
2. Not less than three years of experience in public service affording opportunity to become familiar with the type of work covered in the position to be filled; *or*
3. Evidence of admission to the bar of the State of New York, and in addition at least one year of experience in the active practice of law.
4. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1800 to \$2340, inclusive, with standard salary rates as follows: \$1800, \$1980, \$2160, \$2340.

\* **NOTE:** For detailed qualifications refer to page 75. Said qualifications are hereby incorporated in the specification of this Grade.

**GRADE II (F 12 II)**

*Investigational and Examining Service  
Examiner of Municipal Accounts Group*

**TITLE OF POSITIONS—**

**SENIOR EXAMINER OF MUNICIPAL AC-  
COUNTS**

**DUTIES—***Definition:*

The duties of incumbents of these positions are to make or supervise important examinations of the books of accounts and other records of municipal and other civil divisions of the State and to report thereon, to devise and install accounting systems of a complex nature and to perform work of related character and standard.

**QUALIFICATIONS—***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION—**

The range of annual compensation of this Grade for full time service is from \$2580 to \$3300, inclusive, with standard salary rates as follows: \$2580, \$2820, \$3060, \$3300.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SAL-  
ARY RATES—**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE III (F 12 III)**

*Investigational and Examining Service  
Examiner of Municipal Accounts Group*

**TITLES OF POSITIONS —**

**SUPERVISING EXAMINER OF MUNICIPAL ACCOUNTS**

**CHIEF EXAMINER OF MUNICIPAL ACCOUNTS**

**DUTIES —***Definition:*

The duties of incumbents of these positions are to direct and supervise the activities of that bureau or other primary unit of a State department charged with the examination of the books of accounts and other records of municipal and other civil divisions of the State, or to supervise and direct such examinations.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than three years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least three years of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

**SUPERVISING EXAMINER OF MUNICIPAL  
ACCOUNTS**

The range of annual compensation of this position in this Grade for full time service is from \$3600 to \$3900, inclusive, with standard salary rates as follows: \$3600, \$3900.

**CHIEF EXAMINER OF MUNICIPAL AC-  
COUNTS**

The range of annual compensation of this position in this Grade for full time service is from \$4200 to \$4800, inclusive, with standard salary rates as follows: \$4200, \$4500, \$4800.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **PAROLE OFFICER GROUP (F 13)**

*Investigational and Examining Service  
Parole Officer Group*

***Definition:***

The term Parole Officer Group is used to identify those authorized employments of the Investigational and Examining Service, the incumbents of which are required to convey inmates committed to correctional institutions and to accompany them to their destinations upon parole, to make investigations of the employment and living conditions of paroled inmates and to perform such other related work as may be necessary to the supervision of the parole of inmates, where such is not otherwise provided for, and of the welfare and conduct of paroled inmates.

**GRADE I (F 13 I)***Investigational and Examining Service  
Parole Officer Group***TITLES OF POSITIONS —**

PAROLE OFFICER (MALE)

PAROLE OFFICER (FEMALE)

**DUTIES —***Definition:*

The duties of incumbents of these positions, which may involve supervision of the parole work at a correctional institution for females, are to convey newly committed or escaped inmates and violators of parole to a correctional institution, to investigate homes and places of prospective employment of paroled inmates and to accompany them thereto, to visit paroled inmates and supervise their activities in accordance with statutory regulations, to keep the necessary records and statistics and to conduct the prescribed correspondence concerning paroled inmates, to perform such follow-up work and other related duties as may be necessary or incident to the supervision of their welfare.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. A certificate of graduation from a public high school or proof of other training recognized by the State Civil Service Commission as the equivalent thereof.
2. Not less than one year of experience in probation work, public school teaching, settlement work, or in other social work recognized by the State Civil Service Commission as the equivalent thereof.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$840 to \$1020, with maintenance, with standard salary rates as follows: \$840, \$900, \$960, \$1020.

When maintenance is not furnished, an allowance of \$240 will be granted in addition to the above rates.

**GRADE II (F 13 II)**

*Investigational and Examining Service  
Parole Officer Group*

**TITLE OF POSITIONS —**

**SENIOR PAROLE OFFICER (MALE)**

**DUTIES —***Definition:*

The duties of incumbents of these positions, which may involve supervision of Parole Officers (male), Grade I, are to plan, direct and be responsible for the parole work of a correctional or penal institution for males, involving the investigation of homes and places of prospective employment, supervision of the activities of paroled inmates, the counseling of inmates newly committed, paroled or about to be paroled, the supervision of or the keeping of all records or statistics and the handling of the prescribed correspondence, and to perform such other duties as may be necessary to the supervision of all parole work and the enforcement of statutory and other regulations relating thereto.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least two years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1560, inclusive, with maintenance, with standard salary rates as follows: \$1080, \$1140, \$1200, \$1320, \$1440, \$1560. When maintenance is not furnished an allowance of \$240 will be granted in addition to the above rates.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SAL-  
ARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



**GRADE III (F 13 III)**

*Investigational and Examining Service  
Parole Officer Group*

**TITLE OF POSITION —****CHIEF PAROLE OFFICER****DUTIES —***Definition:*

The duties of the incumbent of this position, which involve supervision of employes in Grade II located at penal institutions, and other assigned employees, are to direct the parole work of the State prisons and to perform such other related duties as may be necessary to the supervision of paroled inmates and the enforcement of statutory or other regulation relative thereto.

*Examples:*

Attending regular and special meetings of the Board of Parole and reporting on delinquent lists, discharges, requests for absolute discharge, etc.

Investigating offers of employment for paroled inmates.

Securing information regarding conduct of paroled inmates.

Preparing requisition papers for delinquent inmates in other states.

Issuing warrants for return to prison of delinquent inmates.

Keeping records of the applications for parole.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. The minimum qualifications prescribed for Grade II.

2. Not less than two years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least two years of experience in work of Grade II character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1980 to \$2340, inclusive, with standard salary rates as follows: \$1980, \$2160, \$2340.



## **REFEREE (TRANSFER TAX) GROUP (F 14)**

*Investigational and Examining Service  
Referee (Transfer Tax) Group*

### ***Definition:***

The term Referee (Transfer Tax) Group is used to identify those authorized employments of the Investigational and Examining Service, the incumbents of which are required to appraise estates of decedents under the law relating to taxable transfers of property and to report findings thereon with testimony, affidavits, exhibits and other papers relating thereto to the surrogate in whose jurisdiction proceedings are held.

**GRADE I (F 14 I)**

*Investigational and Examining Service  
Referee (Transfer Tax) Group*

**TITLE OF POSITIONS —****REFEREE (TRANSFER TAX)****DUTIES —***Definition:*

The duties of incumbents of these positions are to appraise estates of decedents under the law relating to the taxable transfers of property and to report findings thereon with testimony, affidavits, exhibits and other papers relating thereto to the surrogate in whose jurisdiction proceedings are held.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Evidence of admission to the bar of the State of New York, and in addition not less than three years of experience in the active practice of law.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for *full time service* of not less than 1800 working hours per annum is from \$2580 to \$3900, inclusive, with standard salary rates as follows: \$2580, \$2820, \$3060, \$3300, \$3600, \$3900.

The range of annual compensation of this Grade for *part time service* of not less than 450 working hours per annum is from \$1020 to \$1980, inclusive, with standard salary rates as follows: \$1020, \$1140, \$1260, \$1380, \$1500, \$1620, \$1740, \$1860, \$1980.

**SPECIAL REGULATION GOVERNING SALARY RATES —***(a) For full time service:*

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Com-

mission, indicating that the rates to be designated do not exceed the value of the work to be performed.

(b) *For part time service:*

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed, and are dependent upon the time spent in official duties as evidenced by properly authenticated time records.



## **SOCIAL INVESTIGATOR GROUP (F 15)**

*Investigational and Examining Service  
Social Investigator Group*

***Definition:***

The term Social Investigator Group is used to identify those authorized employments of the Investigational and Examining Service, the incumbents of which are required to inspect and investigate public or semi-public, charitable and correctional institutions or agencies, for the purpose of observing and reporting upon the methods of administration and efficiency of service as a basis for administrative control in correcting irregularities in the care, treatment and instruction of inmates and patients, defective conditions of plant and equipment, and related conditions or practices; to assemble, analyze, interpret and report upon data relating to social problems with special reference to the causes and effect of dependency, defectiveness and delinquency; to investigate conditions affecting the welfare and labor of immigrants and to perform other work for the aid or protection of immigrants in accordance with statutory or departmental regulation.

**GRADE I (F 15 I)**

*Investigational and Examining Service  
Social Investigator Group*

**TITLES OF POSITIONS —**

**SOCIAL INVESTIGATOR (INSTITUTION)**

**SOCIAL INVESTIGATOR (IMMIGRANT LABOR)**

**DUTIES —****SOCIAL INVESTIGATOR (INSTITUTION)***Definition:*

The duties of incumbents of these positions are to make, under direction, routine inspections or special investigations of State, county and municipal charitable or correctional institutions, and other institutions or agencies of similar character receiving public moneys and private homes where dependent children have been placed, for the purpose of observing, reporting and correcting irregularities in the care and treatment of inmates or patients, methods of instruction, facilities for admission and retention, conditions of plant and equipment and other practices or conditions affecting the health, comfort and training of inmates or patients; to institute, supervise and interpret or to make special psychological and other studies of dependent mental defectives and referred cases; to prepare or assist in the preparation of literature on the causes and effect of dependency and delinquency; and to perform other services of equivalent character and standard.

*Examples:*

Making inspections and investigations of general administrative procedure, sanitary conditions, provisions for ventilation, lighting, heating and safety; preparation, quantity and quality of food; alleged abuse and improper treatment of inmates; schoolroom methods; vocational work; nursing and hospital treatment, etc.

Studying family history and environment and making mental examinations of public charges by means of the Binet-Simon or other psychological tests.

Making inspections and investigations of penal institutions, jails, lock-ups and other correctional institutions or agencies for the purpose of observing and reporting on sanitary conditions and provisions for ventilation, lighting, heating and sleeping accommodations.



**DUTIES —****SOCIAL INVESTIGATOR (IMMIGRANT LABOR)***Definition:*

The duties of incumbents of these positions, which are performed under supervision, are to inspect lodging-houses, hotels and homes, labor camps, labor agencies, steamship ticket offices, docks, ferries, railroad terminals and other places for the purpose of detecting violations of the law relating to the employment or treatment of immigrants and securing legal proof of violations, to investigate specific complaints of exploitation, fraud, extortion or other mistreatment of immigrants, to investigate the condition of immigrants admitted under bond, to translate communications and act as interpreter and to perform other related work.

*Examples:*

Making investigations of schemes for the exploitation of immigrants.

Making inspections of labor camps adjacent to canning factories or to railroad or other construction work in regard to sanitary conditions, food and water supply, overcrowding, etc.

**QUALIFICATIONS —****SOCIAL INVESTIGATOR (INSTITUTION)***Persons holding these positions shall have:*

1. Such education as is evidenced by a degree, diploma or certificate granted upon completion of a standard course of instruction in a college of recognized standing, including not less than two years of instruction in sociology and allied subjects; *or*

2. Not less than two years of experience in investigative or institutional work of a character and standard recognized by the State Civil Service Commission as the equivalent of the first qualification.

3. Such additional qualifications as may be required by the State Civil Service Commission.

## **SOCIAL INVESTIGATOR (IMMIGRANT LABOR)**

*Persons holding these positions shall have:*

1. Ability to converse and write fluently in foreign language and to translate with clearness and accuracy, speech or writing in these languages into English or vice versa.

2. Not less than three years of experience in professional, commercial or industrial work affording opportunity to acquire special knowledge of conditions among foreigners in this country; provided, that two years of study in sociology or in the methods of sociological work leading to an academic degree from an institution of recognized standing will be accepted in lieu of two years of the experience requirement in this section.

3. Such additional qualifications as may be required by the State Civil Service Commission.

### **COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1800, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440, \$1560, \$1680, \$1800.

### **SPECIAL REGULATION GOVERNING THE LAST TWO SALARY RATES —**

The last two salary rates, \$1680 and \$1800, shall be assigned only to positions involving supervisory or independent responsibility. Such rates shall be designated after individual appraisal, under the rules of the State Civil Service Commission, indicating that the rate so determined does not exceed the value of the work to be performed.

**GRADE II (F 15 II)**

*Investigational and Examining Service  
Social Investigator Group*

**TITLES OF POSITIONS —**

**SUPERVISING SOCIAL INVESTIGATOR (INSTITUTION)**

**CHIEF IMMIGRATION INVESTIGATOR**

**DUTIES —**

**SUPERVISING SOCIAL INVESTIGATOR (INSTITUTION)**

*Definition:*

The duties of the incumbent of this position, which require specialized knowledge of institutional management and procedure and a high degree of executive ability, are to direct and supervise Social Investigators (Institution) of Grade I, to institute and enforce proper methods of inspection, to prepare reports on results of field investigations and other prescribed reports and records, to examine and report on plans for the construction of buildings of charitable institutions and to perform other related duties involved in the supervision of a force of such investigators.

*Examples:*

Acting as Superintendent of Inspection, State Board of Charities.

**CHIEF IMMIGRATION INVESTIGATOR**

*Definition:*

The duties of the incumbent of this position which require specialized knowledge of social and economic problems affecting the welfare of immigrants and a high degree of executive ability, are to direct and supervise Social Investigators (Immigrant Labor) of Grade I, and to perform other related duties involved in the supervision of a force of such investigators.

*Examples:*

Assigning work to investigators and reviewing their reports.

Conferring with the officials of railroads, customs office, Ellis Island, police headquarters, prisons, insane asylums and other institutions regarding immigrants.

**QUALIFICATIONS —****SUPERVISING SOCIAL INVESTIGATOR (INSTITUTION)**

*The person holding this position shall have:*

1. The minimum qualifications prescribed for Social Investigator (Institution) Grade I.
2. Not less than four years of service in Grade I, as a Social Investigator (Institution) or if appointed otherwise than by promotion from Grade I, at least five years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**CHIEF IMMIGRATION INVESTIGATOR**

*The person holding this position shall have:*

1. Not less than one year of graduate university training in sociology or sociological work in a university of recognized standing or proof of other training or experience in original sociological investigation of conditions affecting the welfare of immigrants, recognized by the State Civil Service Commission as the equivalent thereof.
2. Not less than three years of service in Grade I as a Social Investigator (Immigrant Labor), or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2340 to \$3540, inclusive, with standard salary rates as follows: \$2340, \$2580, \$2820, \$3060, \$3300, \$3540.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE III (F 15 III)***Investigational and Examining Service  
Social Investigator Group***TITLE OF POSITIONS —****CHIEF SOCIAL INVESTIGATOR (STATE AND  
ALIEN POOR)****DUTIES —***Definition:*

The duties of the incumbent of this position, which require a high degree of administrative ability and a knowledge of investigational procedure and of the several laws governing charities, correction, immigration and poor persons, are to direct the activities of those units charged with the enforcement of statutory or departmental regulations relative to the above which come within his jurisdiction, to take charge of assigned social investigators and other employes, to collate data from public institutions relative to dependency, defectiveness or delinquency, to supervise the preparation of bulletins and other literature upon social problems, to advise county superintendents of the poor and other public relief officials in the discharge of their statutory duties, to maintain supervision of all State charitable institutions and reformatories and of Indian relief as prescribed by statute, to direct the support and removal of State, alien and nonresident poor, to prepare annual reports of departmental activities, and to perform such other related duties as may be imposed by statute or departmental regulation.

**QUALIFICATIONS —***The person holding this position shall have:*

1. The minimum qualifications prescribed for Supervising Social Investigator (Institution) Grade II.
2. Not less than five years of service as a Supervising Social Investigator (Institution) Grade II, or if appointed otherwise than by promotion from Grade II, at least five years of experience in work of Supervising Social Investigator (Institution) Grade II character and standard, affording opportunity to become

familiar with the history of New York State and national charity, departmental procedure and the interpretation and application of the laws governing public relief and related matters.

3. Such additional qualifications as may be required by the State Civil Service Commission.

#### **COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$3600 to \$4500, inclusive, with standard salary rates as follows: \$3600, \$3900, \$4200, \$4500.





## **SPECIAL FRANCHISE APPRAISER GROUP (F 16)**

***Definition:***

*Investigational and Examining Service  
Special Franchise Appraiser Group*

The term Special Franchise Appraiser Group is used to identify those authorized employments of the Investigational and Examining Service, the incumbents of which are required to inspect, collect, classify and interpret data pertaining to property subject to special franchise taxation, to examine reports submitted by owners of special franchises, and to appraise such property on the basis of investigations conducted.

**GRADE I (F 16 I)**

*Investigational and Examining Service  
Special Franchise Appraiser Group*

**TITLE OF POSITIONS —****JUNIOR SPECIAL FRANCHISE APPRAISER****DUTIES —***Definition:*

The duties of incumbents of these positions are to collect and interpret data pertaining to the value of tangible and intangible property subject to special franchise taxation, involving the preparation of inventories, the examination of the books and records of owners of special franchise property, the making of special investigations of a related nature and the examination of special franchise reports, and to compute the value of tangible and intangible property under investigation.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The qualifications prescribed for Grade III of the Engineer Group of the Professional and Scientific Service.\*
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1680 to \$2340, inclusive, with standard salary rates as follows: \$1680, \$1800, \$1980, \$2160, \$2340.

\* NOTE.— For detailed qualifications refer to page 140. Said qualifications are hereby incorporated in the specification of this Grade.

**GRADE II (F 16 II)**

*Investigational and Examining Service  
Special Franchise Appraiser Group*

**TITLE OF POSITIONS —****SPECIAL FRANCHISE APPRAISER****DUTIES —***Definition:*

The duties of incumbents of these positions are to supervise and direct the inspection, collection, classification and interpretation of data pertaining to the value of property subject to special franchise taxation, to make independent investigations, to examine reports submitted by holders of special franchises and to appraise such property on the basis of inspections, investigations and reports.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than three years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2580 to \$3540, inclusive, with standard salary rates as follows: \$2580, \$2820, \$3060, \$3300, \$3540.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE III (F 16 III)**

*Investigational and Examining Service  
Special Franchise Appraiser Group*

**TITLE OF POSITION —****CHIEF SPECIAL FRANCHISE APPRAISER****DUTIES —***Definition:*

The duties of the incumbent of this position are to direct and control the relations and activities of a bureau or other primary unit of the State department charged with the inspection, collection, classification and interpretation of data pertaining to property subject to special franchise taxation, to examine reports submitted by owners of special franchises, to appraise such property on the basis of such data and reports, and to enforce those provisions of the Tax Law relating thereto.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than three years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least three years of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$3900 to \$5100, inclusive, with standard salary rates as follows: \$3900, \$4200, \$4500, \$4800, \$5100.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **TRANSPORTATION AGENT GROUP (F 17)**

*Investigational and Examining Service  
Transportation Agent Group*

***Definition:***

The term Transportation Agent Group is used to identify those authorized employments of the Investigational and Examining Service, the incumbents of which are required to plan routes, purchase tickets and arrange other details involved in the transportation of mentally defective aliens and non-residents to foreign countries or other States, to accompany such persons when required, to translate communications and act as interpreter when so assigned and to perform such other related duties as may be required.

**GRADE I (F 17 I)**

*Investigational and Examining Service  
Transportation Agent Group*

**TITLE OF POSITIONS —****TRANSPORTATION AGENT****DUTIES —***Definition:*

The duties of incumbents of these positions are to visit hospitals and other agencies or places for the purpose of investigating and reporting upon facts relative to the deportation or return of mentally defective aliens and non-residents, to arrange all details for the transportation of such persons to foreign countries or other States, to act as attendant in accompanying such persons to their destination, to translate communications and act as interpreter when so assigned and to perform such other related duties as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than one year of experience in work affording opportunity to become familiar with railway and steamship routes and passenger tariffs, or at least one year of experience in social, investigational, institutional or other work in the care or handling of immigrants, dependents, defectives or delinquents.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$960 to \$1560, inclusive, with standard salary rates as follows: \$960, \$1020, \$1080, \$1200, \$1320, \$1440, \$1560.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service

Commission, indicating that the rates to be designated do not exceed the value of the work to be performed. The last three salary rates, \$1320, \$1440, \$1560, shall be assigned only to positions involving independent or supervisory responsibility.





## **UNDERWRITER GROUP (F 18)**

*Investigational and Examining Service  
Underwriter Group*

***Definition:***

The term Underwriter Group is, used to identify those authorized employments of the Investigational and Examining Service, the incumbents of which are required to examine and underwrite applications for workmen's compensation insurance in the State Insurance Fund, to audit payrolls of policy holders and conduct investigations relative to wage expenditures, and to confer with employers regarding questions arising under the Workmen's Compensation Law.

**GRADE I (F 18 I)**

*Investigational and Examining Service  
Underwriter Group*

**TITLE OF POSITIONS —****UNDERWRITING CLERK****DUTIES —***Definition:*

The duties of incumbents of these positions are to examine and underwrite applications for workmen's compensation insurance in the State Insurance Fund, to audit payrolls of policyholders and conduct investigations relative to wage expenditures, to confer with employers regarding questions arising under the Workmen's Compensation Law and to perform other related work.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than two years of experience in professional, commercial or industrial work, or in public service affording opportunity to become familiar with the type of work covered in the position to be filled and to meet and deal directly with people.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1200 to \$1560, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560.

**GRADE II (F 18 II)**

*Investigational and Examining Service  
Underwriter Group*

**TITLE OF POSITIONS —****UNDERWRITER****DUTIES —***Definition:*

The duties of incumbents of these positions are to direct and assume responsibility for field and office work of employes in Grade I, to act as representative of the State Insurance Fund in dealing with employers and others in connection with complicated underwriting problems involved in the administration of such Funds, and to perform other work of equivalent character and standard.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications of Grade I.
2. Not less than two years of service in Grade I, or if appointment is otherwise than by promotion, at least three years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1680 to \$2340, inclusive, with standard salary rates as follows: \$1680, \$1800, \$1980, \$2160, \$2340.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rate to be designated does not exceed the value of the work to be performed.



## **INSPECTIONAL SERVICE**

**(SYMBOL G)**

*Definition:*

The term Inspectional Service is used to identify those authorized employments of the State Government the incumbents of which are required to observe, inspect, check and report upon facts, conditions and practices to determine conformity with statutory or departmental regulation, standards and specifications as a basis for official action in promoting and governing public health, safety, honest trade and conditions of employment, in verifying work performed, materials used and things bought for the State, and in conserving and protecting natural resources, where such services do not require professional training or duties provided for in other Service specification.



## **INSPECTOR OF BEES GROUP (G 1)**

*Inspectional Service  
Inspector of Bees Group*

### ***Definition:***

The term Inspector of Bees Group is used to identify those authorized employments of the Inspectional Service, the incumbents of which are required to inspect apiaries and other places where bees are kept for the purpose of detecting, controlling and extirpating communicable diseases of bees, to give advice and instruction to bee keepers as to the care and treatment of bees and to perform such other related duties as may be required.

**GRADE I (G 1 I)**

*Inspectional Service  
Inspector of Bees Group*

**TITLE OF POSITIONS —****INSPECTOR OF BEES****DUTIES —***Definition:*

The duties of incumbents of these positions are to inspect apiaries and other places where bees are kept for the purpose of detecting, controlling and extirpating communicable diseases of bees in accordance with statutory or departmental regulation, to give advice and instruction to bee keepers in the care and treatment of bees and to perform other related duties as may be assigned.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than three years of experience in the keeping of bees affording opportunity to become familiar with the treatment of the common communicable diseases of bees.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The annual compensation of this Grade for full time service is \$780.



## **INSPECTOR OF BUILDINGS GROUP (G 2)**

*Inspectional Service*

*Inspector of Buildings Group*

***Definition:***

The term Inspector of Buildings Group is used to identify those authorized employments of the Inspectional Service, the incumbents of which are required to make inspections of and report upon the construction, alteration, repair, maintenance and equipment of public buildings in order to determine the conformity of materials, construction and workmanship with the authorized plans, specifications and statutory or departmental regulation relative thereto.

**GRADE I ( G 2 I )**

*Inspectional Service  
Inspector of Buildings Group*

**TITLE OF POSITIONS —****INSPECTOR OF BUILDINGS****DUTIES —***Definition:*

The duties of incumbents of these positions, which require knowledge of and familiarity with materials and methods of building construction, are to make routine or special inspections of the construction, alteration, repairs, maintenance and equipment of public buildings in order to determine and report upon the conformity of materials, construction and workmanship with authorized plans, specifications and statutory or departmental regulation relative thereto, to pass upon estimates for ordinary repairs and maintenance and to perform other duties of equivalent character and standard.

*Examples:*

Inspecting iron and steel structural work.  
Inspecting plumbing and sanitation.  
Inspecting plastering and fire-proofing processes.  
Inspecting details of heating and ventilation.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than three years of experience in the inspection of materials and methods of building construction; provided that three years of experience in a skilled trade involving the practical application of methods of building construction, shall be accepted as the equivalent of two years of the experience requirement in this section.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1200 to \$1800, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560, \$1680, \$1800.

**SPECIAL REGULATION GOVERNING LAST TWO SALARY  
RATES —**

The last two salary rates, \$1680 and \$1800, shall be assigned only to positions involving supervisory or independent responsibility. Such rates shall be designated after individual appraisal, under the rules of the State Civil Service Commission, indicating that the rate so determined does not exceed the value of the work to be performed.



## **INSPECTOR OF DAIRY PRODUCTS AND FOOD GROUP (G 3)**

*Inspectional Service*

*Inspector of Dairy Products and Food Group*

### ***Definition:***

The term Inspector of Dairy Products and Food Group is used to identify those authorized employments of the Inspectional Service, the incumbents of which are required to direct, supervise and perform such work in the inspection, investigation and control of the manufacture, production, branding, sampling, handling and sale of food, agricultural products, supplies and other commodities as prescribed by the Agricultural Law, to secure legal proof of violations of provisions of the Agricultural Law relative thereto, to give instruction in the manufacture of butter and cheese and to direct and perform other related duties, not covered in any other specification, for the purpose of protecting the public health and promoting agricultural interests.

**GRADE I (G 3 I)***Inspectional Service**Inspector of Dairy Products and Food Group***TITLES OF POSITIONS —****INSPECTOR OF DAIRY PRODUCTS AND FOOD  
INSTRUCTOR IN CHEESE MAKING****DUTIES —****INSPECTOR OF DAIRY PRODUCTS AND FOOD***Definition:*

The duties of incumbents of these positions are to make, under supervision, such inspections and investigations of the methods of manufacture, production, branding, sampling, handling and sale of food and supplies and other prescribed commodities as may be necessary to the enforcement of the provisions of the Agricultural Law relative thereto, and to perform other related duties for the purpose of protecting the public health and promoting agricultural interests.

*Examples:*

Inspecting, testing and sampling milk, food, vinegar, etc.

Sampling feed stuffs, foods, fertilizers and seeds.

Making sanitary inspections of dairies, milk stations, creameries, cheese factories, etc.

Assisting veterinarians in suppressing communicable diseases of domestic animals.

Making special investigations of suspected violations.

**INSTRUCTOR IN CHEESE MAKING***Definition:*

The duties of incumbents of these positions are to instruct and give advice to cheese manufacturers, dairy-men and farmers in the making of standard cheeses, to talk at meetings of agricultural societies on improved methods of cheese making, and to perform as incidental to the above, those duties prescribed for the Inspector of Dairy Products and Food.

**QUALIFICATIONS —****INSPECTOR OF DAIRY PRODUCTS AND FOOD**

*Persons holding these positions shall have:*

1. Not less than two years of study in a standard course of instruction in a college of agriculture of recognized standing; or at least two years of experience in the public service as an inspector of foods, milk or dairies; or in practical dairy work affording opportunity to become familiar with methods of production, manufacture, branding, sampling and handling of foods and dairy products.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**INSTRUCTOR IN CHEESE MAKING**

*Persons holding these positions shall have:*

1. Not less than one year of study in cheese making in a college of agriculture of recognized standing, and in addition at least two years of practical experience in the making or manufacture of standard cheeses.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —****INSPECTOR OF DAIRY PRODUCTS AND FOOD**

The range of annual compensation of this Grade for full time service is from \$900 to \$1380, inclusive, with standard salary rates as follows: \$900, \$1020, \$1140, \$1260, \$1380.

**INSTRUCTOR IN CHEESE MAKING**

The range of annual compensation of this Grade for full time service is from \$1140 to \$1620, inclusive, with standard salary rates as follows: \$1140, \$1260, \$1380, \$1500, \$1620.

**GRADE II (G 3 II)***Inspectional Service**Inspector of Dairy Products and Food Group***TITLE OF POSITIONS —****SUPERVISING INSPECTOR OF DAIRY PRODUCTS  
AND FOOD****DUTIES —***Definition:*

The duties of incumbents of these positions are to supervise, instruct and assist employes in Grade I, to make such special inspections and investigations as may be necessary to the enforcement of the provisions of the Agricultural Law relative to the manufacture, production, branding and sale of food, agricultural products and supplies and other prescribed commodities, and to perform such other related duties as may be assigned.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1680 to \$2340, inclusive, with standard salary rates as follows: \$1680, \$1800, \$1980, \$2160, \$2340.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



**GRADE III (G 3 III)***Inspectional Service**Inspector of Dairy Products and Food Group***TITLE OF POSITION —****CHIEF INSPECTOR OF DAIRY PRODUCTS AND FOOD****DUTIES —***Definition:*

The duties of the incumbent of this position, which involve responsibility for the work of employes in Grades I and II, and other assigned employes, are to direct and supervise that bureau or other primary unit of the State Department charged with the inspection, investigation and control of the manufacture, production, branding, sampling, handling and sale of food, agricultural products and supplies, and other commodities as prescribed by the Agricultural Law, the securing of legal proof of violations of the provisions of the Agricultural Law relative thereto, the instruction in the manufacture of butter and cheese, and to perform other related work not covered in any other Group specification for the purpose of protecting the public health and promoting agricultural interests.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than three years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least five years of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2580 to \$3060, inclusive, with standard salary rates as follows: \$2580, \$2820, \$3060.



## **INSPECTOR OF ENGINEERING WORKS GROUP (G 4)**

*Inspectional Service*

*Inspector of Engineering Works Group*

***Definition:***

The term Inspector of Engineering Works Group is used to identify those authorized employments of the Inspectional Service, the incumbents of which are required to make inspections and investigations of and reports upon the construction, operation, condition, maintenance and repair of highways, sewers, canals, piers, tunnels, aqueducts, dams, bridges, subways, railroads and other engineering structures or projects not covered in any other Group specification in order to determine the conformity of materials and methods of manufacture and construction with authorized plans, specifications and statutory or departmental regulation.

**GRADE I (G 4 I)**

*Inspectional Service*  
*Inspector of Engineering Works Group*

**TITLES OF POSITIONS —**

INSPECTOR OF ENGINEERING WORKS  
 (GENERAL)  
 INSPECTOR OF ENGINEERING WORKS  
 (MASONRY)  
 INSPECTOR OF ENGINEERING WORKS  
 (STEEL)  
 INSPECTOR OF ENGINEERING WORKS  
 (TRACK WORK INSTALLATION)  
 INSPECTOR OF ENGINEERING WORKS  
 (LUMBER)  
 INSPECTOR OF ENGINEERING WORKS  
 (EXPLOSIVES)  
 INSPECTOR OF ENGINEERING WORKS  
 (CONDUITS)

**DUTIES —***Definition:*

The duties of incumbents of these positions, which require familiarity with the special branches of construction and maintenance covered in the position to be filled, are to make, under supervision, routine inspections and investigations of and reports upon the construction, operation, condition, maintenance and repair of highways, sewers, canals, piers, tunnels, aqueducts, dams, bridges, subways, railroads and other engineering structures or projects not included within any other Group specification, in order to determine the conformity of materials and methods of manufacture and construction with authorized plans, specifications and statutory or departmental regulation.

**QUALIFICATIONS —**

INSPECTOR OF ENGINEERING WORKS (GENERAL)

*Persons holding these positions shall have:*

1. Not less than three years of practical experience in the inspection of building materials and engineering construction; or

2. Such training in civil, mechanical, electrical, sanitary or other engineering branches as is evidenced by a degree, diploma or certificate, granted on completion of a standard course of instruction in an engineering school of recognized standing.

3. Such additional qualifications as may be required by the State Civil Service Commission.

INSPECTOR OF ENGINEERING WORKS  
(MASONRY)

INSPECTOR OF ENGINEERING WORKS  
(STEEL)

INSPECTOR OF ENGINEERING WORKS  
(TRACK WORK INSTALLATION)

INSPECTOR OF ENGINEERING WORKS  
(LUMBER)

INSPECTOR OF ENGINEERING WORKS  
(EXPLOSIVES)

INSPECTOR OF ENGINEERING WORKS  
(CONDUITS)

*Persons holding these positions shall have:*

1. Not less than three years of experience as foreman, or in other equally responsible employment in the manufacture, inspection, testing, handling or installing of construction materials.

2. Such additional qualifications as may be required by the State Civil Service Commission.

#### **COMPENSATION —**

INSPECTOR OF ENGINEERING WORKS (GENERAL)

The range of annual compensation of this position in this Grade for full time service is from \$960 to \$1440, inclusive, with standard salary rates as follows: \$960, \$1080, \$1200, \$1320, \$1440.

INSPECTOR OF ENGINEERING WORKS  
(MASONRY)

The range of annual compensation of this position in this Grade for full time service is from \$1200 to

\$1680, inclusive, with standard salary rates as follows:  
\$1200, \$1320, \$1440, \$1560, \$1680.

**NOTE.**—The Public Service Commission of the First District is empowered to designate hourly and part time rates consistent with the regulations of this Group for services under this employment where such heretofore has been the practice.

INSPECTOR OF ENGINEERING WORKS  
(STEEL)

INSPECTOR OF ENGINEERING WORKS  
(TRACK WORK INSTALLATION)

INSPECTOR OF ENGINEERING WORKS  
(LUMBER)

INSPECTOR OF ENGINEERING WORKS  
(EXPLOSIVES)

INSPECTOR OF ENGINEERING WORKS  
(CONDUITS)

The range of annual compensation of these positions in this Grade for full time service is from \$1200 to \$1800, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560, \$1680, \$1800.

#### **SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed; provided that the entrance rate for Inspector of Engineering Works (General) shall not in any year exceed \$1200.

## **EXCISE INSPECTOR GROUP (G 5)**

*Inspectional Service*  
*Excise Inspector Group*

*Definition:*

The term Excise Inspector Group is used to identify those authorized employments of the Inspectional Service, the incumbents of which are required to make inspections and investigations for the purpose of obtaining and reporting legal proof of violations of the Liquor Tax Law, and to perform such other duties of equivalent character and standard as may be necessary to the enforcement of said law.

**GRADE I (G 5 I)**

*Inspectional Service  
Excise Inspector Group*

**TITLE OF POSITIONS —****EXCISE INSPECTOR****DUTIES —***Definition:*

The duties of incumbents of these positions are to assist in making inspections and investigations for the purpose of obtaining and reporting legal proof of violations of the Liquor Tax Law, to assist in making searches and seizures, to testify in court upon alleged violations, and to perform such other related duties as may be necessary to the enforcement of said law.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$960 to \$1200, inclusive, with standard salary rates as follows: \$960, \$1080, \$1200.



**GRADE II (G 5 II)**

*Inspectional Service  
Excise Inspector Group*

**TITLE OF POSITIONS —****SENIOR EXCISE INSPECTOR****DUTIES —***Definition:*

The duties of incumbents of these positions which involve a high degree of responsibility and which may involve the instruction and supervision of employes in Grade I, are to make special inspections and investigations for the purpose of obtaining and reporting legal proof of violations of the Liquor Tax Law, to make searches and seizures, to act as special deputy excise commissioners and as county treasurers when so assigned for the collection of fees and taxes, to testify in court regarding alleged violations of the Liquor Tax Law and to perform such other related duties as may be necessary to the enforcement of said law.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than one year of service in Grade I.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1320 to \$1560, inclusive, with standard salary rates as follows: \$1320, \$1440, \$1560.

**GRADE III (G 5 III)**

*Inspectional Service  
Excise Inspector Group*

**TITLE OF POSITION —****CHIEF EXCISE INSPECTOR****DUTIES —***Definition:*

The duties of the incumbent of this position, which require a high degree of administrative ability, are to direct, supervise and instruct employees in Grades I and II, to assume immediate responsibility for inspections and investigations necessary to the enforcement of the Liquor Tax Law, to make special inspections or investigations as a basis for administrative control, to prepare reports on results of field investigations, and to perform such other related duties as may be necessary in the enforcement of the Liquor Tax Law.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than three years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least three years of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2160 to \$3060, inclusive, with standard salary rates as follows: \$2160, \$2340, \$2580, \$2820, \$3060.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **INSPECTOR OF FARMS GROUP (G 6)**

*Inspectional Service  
Farm Inspector Group*

*Definition:*

The term Inspector of Farms Group is used to identify those authorized employments of the Inspectional Service, the incumbents of which are required to make routine and special inspections of State and county institution farms for the purpose of advising institutional officers and employes in the operation thereof and to perform such other related field and office duties as may be assigned.

**GRADE I (G 6 I)**

*Inspectional Service  
Farm Inspector Group*

**TITLE OF POSITIONS —****INSPECTOR OF FARMS****DUTIES —***Definition:*

The duties of incumbents of these positions are to make routine and special inspections of State and county institution farms for the purpose of advising institutional officers and employes in the operation thereof, and to perform other related field or office duties as may be assigned.

*Example:*

Acting as Farm Inspector, Department of Agriculture.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. A degree, diploma or certificate granted on completion of a standard course of instruction in a college of agriculture of recognized standing, and in addition at least two years of experience in the management and operation of a large farm; *or*
2. Not less than five years of practical experience in the management and operation of a large farm.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1800 to \$2580, inclusive, with standard salary rates as follows: \$1800, \$1980, \$2160, \$2340, \$2580.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **FISH AND GAME PROTECTOR GROUP (G 7)**

*Inspectional Service*

*Fish and Game Protector Group*

*Definition:*

The term Fish and Game Protector Group is used to identify those authorized employments of the Inspectional and Investigational Service, the incumbents of which are required to enforce the provisions of the Conservation Law relative to the propagation and protection of fish and game.

**GRADE I (G 7 I)**

*Inspectional Service  
Fish and Game Protector Group*

**TITLE OF POSITIONS —****FISH AND GAME PROTECTOR****DUTIES —**

The duties of incumbents of these positions, which are performed under supervision, are to patrol State lands to enforce the provisions of the Conservation Law relative to the propagation and protection of fish and game, and to act generally as a guardian of the lands of the State within specified geographical districts.

*Examples:*

Making searches of buildings, boats, cars and boxes for violations of the law.

Preventing trespass upon State property.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$840 to \$1080, inclusive, with standard salary rates as follows: \$840, \$900, \$960, \$1020, \$1080.

**GRADE II (G 7 II)**

*Inspectional Service  
Fish and Game Protector Group*

**TITLE OF POSITIONS —****SUPERVISING FISH AND GAME PROTECTOR****DUTIES —***Definition:*

The duties of incumbents of these positions, which involve supervision of employes in Grade I, are to assume responsibility for the enforcement of the provisions of the Conservation Law relative to the propagation and protection of fish and game, within a prescribed geographical division, to investigate complaints and to perform other related duties involved in the administration of such a division.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than three years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least four years of experience in work of Grade I character and standard.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1440 to \$1680, inclusive, with standard salary rates as follows: \$1440, \$1560, \$1680.

**GRADE III (G 7 III)**

*Inspectional Service  
Fish and Game Protector Group*

**TITLES OF POSITIONS —**

ASSISTANT CHIEF GAME PROTECTOR  
SUPERVISOR OF MARINE FISHERIES

**DUTIES —**

ASSISTANT CHIEF GAME PROTECTOR

*Definition:*

The duties of the incumbent of this position, which require a high degree of administrative ability, are to assist in the direction of the primary unit of organization of a State Department charged with the enforcement of the provisions of the Conservation Law relative to fish and game.

SUPERVISOR OF MARINE FISHERIES

*Definition:*

The duties of the incumbent of this position, which require a high degree of administrative ability, are to direct the bureau or other primary unit of a State department charged with the regulation and control of the marine fisheries in the State.

**QUALIFICATIONS —**

ASSISTANT CHIEF GAME PROTECTOR

*The person holding this position shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than five years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least five years of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.



**SUPERVISOR OF MARINE FISHERIES**

*The person holding this position shall have:*

1. Not less than five years of practical experience in work relating directly to the marine fishery regulation and control, at least, one year of which shall have been in an administrative capacity.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2160 to \$3060, inclusive, with standard salary rates as follows: \$2160, \$2340, \$2580, \$2820, \$3060.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE IV (G 7 IV)***Inspectional Service**Fish and Game Protector Group***TITLE OF POSITION —****CHIEF GAME PROTECTOR****DUTIES —***Definition:*

The duties of the incumbent of this position, which require the highest degree of administrative ability, are to direct the bureau or other primary unit of the State Department charged with the enforcement of those provisions of the Conservation Law relative to fish and game.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. The minimum qualifications prescribed for Grade III.

2. Not less than seven years of service as a Assistant Chief Game Protector in Grade III, or if appointed otherwise than by promotion from Grade III, at least seven years of experience in work of Assistant Chief Game Protector in Grade III character and standard, at least two of which shall have been in New York State, and at least two of which shall have been in an independent administrative capacity.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$3300 to \$4200, inclusive, with standard salary rates as follows: \$3300, \$3600, \$3900, \$4200.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **FOREST RANGER AND OBSERVER GROUP (G 8)**

*Inspectional Service*

*Forest Ranger and Observer Group*

*Definition:*

The term Forest Ranger and Observer Group is used to identify those authorized employments of the Inspectional Service, the incumbents of which are required to prevent, control and extinguish forest fires and to enforce the provisions of the Conservation Law relative to forest fires and the protection of State lands.

**GRADE I ( G 8 I)****TITLES OF POSITIONS —**

RANGER  
OBSERVER

**DUTIES —****RANGER***Definition:*

The duties of incumbents of these positions, which require a knowledge of the general topography of specific forest districts in the State, are to patrol lands in order to prevent, control and extinguish forest fires, and to enforce the provisions of the Conservation Law relative to forest fires, toplopping and the protection of State lands.

**OBSERVER***Definition:*

The duties of incumbents of these positions are to keep watch from stations for the purpose of reporting the condition of property in forest districts, to report forest fires, and protect and care for telephone lines and other fire prevention equipment.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than five years residence in the immediate vicinity of the specific forest district covered in the position to be filled, affording opportunity to become familiar with local conditions, means of communication, and location of labor and supplies.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —****RANGER**

The range of monthly compensation of this Grade for full time service is from \$60 to \$75, inclusive, with standard salary rates as follows: \$60, \$65, \$70, \$75.

**OBSERVER**

The range of monthly compensation of this Grade for full time service is from \$50 to \$60, inclusive, with standard salary rates as follows: \$50, \$55, \$60.

**SPECIAL REGULATION GOVERNING POSITIONS REQUIRING MAINTENANCE —**

For positions requiring the incumbent to live in look-out stations, an allowance of \$12 per month shall be added to the salary rate in lieu of maintenance.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade, are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE II (G 8 II)**

*Inspectional Service  
Forest Ranger and Observer Group*

**TITLE OF POSITIONS —****SUPERVISING RANGER****DUTIES —***Definition:*

The duties of incumbents of these positions, which involve the supervision of employees in Grade I, are to assume responsibility within a prescribed geographical division for the enforcement of the provisions of the Conservation Law relative to forest fires, toplopping and protection of State lands.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than three years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least four years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1440 to \$1560, inclusive, with standard salary rates as follows: \$1440, \$1560.

## **INDUSTRIAL INSPECTOR GROUP (G 9)**

*Inspectional Service  
Industrial Inspector Group*

***Definition:***

The term Industrial Inspector Group is used to identify those authorized employments of the Inspectional and Investigational Service, the incumbents of which are required to direct, supervise and perform such work in inspecting, investigating and reporting upon conditions in factories, mercantile establishments and other places of employment as may be necessary to the enforcement of the provisions of the Labor Law relative thereto.

**GRADE I (G 9 I)**

*Inspectional Service  
Industrial Inspector Group*

**TITLE OF POSITIONS —****INDUSTRIAL INSPECTOR****DUTIES —***Definition:*

The duties of incumbents of these positions, which are performed under supervision, are to visit and make inspections of factories, mercantile establishments or places of any kind affected by the provisions of the Labor Law, to detect violations of such law and to collect evidence relating thereto, to report in detail on conditions inspected, with recommendations, and to perform other related work of an equivalent character and standard.

*Examples:*

Making routine inspections and general surveys of sanitary conditions in factories and other places of employment.

Making routine inspections of the hours of labor.

Making routine inspections of mercantile establishments.

Making routine inspections of fire prevention facilities and equipment.

Making routine inspections of factory machinery for the prevention of accidents and injuries to employes.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than five years of practical experience in engineering, building construction, or other mechanical work affording special opportunity to become familiar with the application of approved methods of fire prevention, accident prevention, sanitation and industrial hygiene in places of employment; *or*

2. A degree or certificate granted on completion of a standard course of instruction in mechanical, electrical or chemical engineering in a school of recognized standing, and in addition at least one year of experience in



the practice of the profession for which a degree has been obtained; *or*

3. A degree of Doctor of Medicine granted by a medical college of recognized standing, and in addition at least one year of experience in industrial hygiene either in the public service or in the employ of a private corporation; *or*

4. A degree, diploma or certificate granted on completion of a standard course of instruction in a college of recognized standing, and in addition at least two years of experience in industrial investigational or inspectional work affording special opportunity to become familiar with the application of approved methods of fire prevention, accident prevention, sanitation and industrial hygiene in places of employment; *or*

5. Not less than three years of experience in the supervision of the welfare work of a large mercantile or industrial establishment, or at least five years' experience in investigational work for an organization of recognized standing whose object is the improvement of the working conditions of persons employed in factories or other industrial establishments.

6. Such additional qualifications as may be required by the State Civil Service Commission, acting in co-operation with the Industrial Council.

#### **COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1200 to \$1560, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560.

**GRADE II (G 9 II)**

*Inspectional Service*  
*Industrial Inspector Group*

**TITLE OF POSITIONS —****SENIOR INDUSTRIAL INSPECTOR****DUTIES —***Definition:*

The duties of incumbents of these positions, which require expert knowledge and judgment in one or more phases of the inspection work of the department or other unit of State government charged with the enforcement of the Labor Law, are to assist in the supervision of inspectional work of employes in Grade I, to make special inspections or investigations, and to perform such other duties as may be assigned.

*Examples:*

Making special inspections of machinery and manufacturing equipment for the prevention of industrial hazards.

Making special inspections of buildings for the prevention of fire hazards.

Making special inspections of sanitary conditions in factories.

Supervising the work of small groups of inspectors.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

**(a) As a basis for promotion:**

1. Not less than two years of service in Grade I.

2. Such additional qualifications as may be required by the State Civil Service Commission, acting in co-operation with the Industrial Council.

**(b) As a basis for original appointment:**

1. The minimum qualifications prescribed for Grade I.

2. Not less than four years of practical experience in inspectional or investigational work of Grade I character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission, acting in co-operation with the Industrial Council.

**COMPENSATION—**

The range of annual compensation of this Grade for full time service is from \$1680 to \$1980, inclusive, with standard salary rates as follows: \$1680, \$1800, \$1980.

**GRADE III (G 9 III)***Inspectional Service  
Industrial Inspector Group***TITLES OF POSITIONS —****SUPERVISING INDUSTRIAL INSPECTOR****SUPERVISING HOMEWORK INSPECTOR****DUTIES —****SUPERVISING INDUSTRIAL INSPECTOR***Definition:*

The duties of incumbents of these positions, which involve the supervision of employes in Grades I and II, are to be responsible for the enforcement of the Labor Law within a specified geographical district or other primary unit of organization, to reinspect establishments on appeals, to interpret to employers and employes the provisions of the Labor Law relative to conditions in factories, mercantile establishments and other places of employment and the rules and regulations of the State department charged with the enforcement of said law, and to advise them as to the best methods of compliance therewith, and to perform such other related duties as may be assigned.

*Examples:*

Assigning work to inspectors.

Instructing inspectors on technical problems.

Acting upon requests for extension of time within which to comply with orders.

Supervising and instructing appointees during probationary period, and determining their competence for permanent appointment.

**SUPERVISING HOMEWORK INSPECTOR***Definition:*

The duties of the incumbent of this position, which require a high degree of technical training and experience in the investigation and inspection of industrial conditions, are to direct, supervise and assume complete responsibility for the work of those employes in Grades I and II engaged in homework and tenement-house inspection, to enforce statutory or departmental.

regulation relative to manufacturing in tenement houses, and to perform such other related duties as may be assigned.

### **QUALIFICATIONS —**

#### **SUPERVISING INDUSTRIAL INSPECTOR**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.

2. Not less than three years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least three years of experience in work of Grade II character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission, acting in co-operation with the Industrial Council.

#### **SUPERVISING HOMEWORK INSPECTOR**

*The person holding this position shall have:*

(a) **As a basis for promotion:**

1. Not less than three years of service in Grade II.

2. Such additional qualifications as may be required by the State Civil Service Commission, acting in co-operation with the Industrial Council.

(b) **As a basis for original entrance:**

1. A degree, diploma or certificate granted on completion of a standard course of instruction in a college of recognized standing, and in addition at least five years of experience in public health work or in industrial or social investigation work, at least one year of which shall have been in an administrative capacity.

### **COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2340 to \$3060, inclusive, with standard salary rates as follows: \$2340, \$2580, \$2820, \$3060.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SAL-  
ARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed; *provided* that the maximum salary rate, \$3060, shall apply only to Supervising Industrial Inspectors assigned to the direction and supervision of the inspection of mercantile establishments throughout the entire State, or assigned to assist the Chief Industrial Inspector in the direction and supervision of the inspection of factories and other establishments in a major division of the State.

**GRADE IV (G 9 IV)**

*Inspectional Service  
Industrial Inspector Group*

**TITLE OF POSITIONS —****CHIEF INDUSTRIAL INSPECTOR****DUTIES —***Definition:*

The duties of incumbents of these positions, which require the highest degree of technical training and administrative ability in the inspection and investigation of industrial conditions, are to assume complete responsibility, subject to the control of the Director of Industrial Inspection, for the direction and supervision of the inspection of factories, mercantile establishments and other places of employment in a major division of the State.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade III.
2. Not less than three years of service in Grade III, or if appointed otherwise than by promotion from Grade III, at least three years of experience in work of Grade III character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission, acting in co-operation with the Industrial Council.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$3300 to \$3540, inclusive, with standard salary rates as follows: \$3300, \$3540.

**GRADE V (G 9 V)**

*Inspectional Service  
Industrial Inspector Group*

**TITLE OF POSITION —**

**DIRECTOR OF INDUSTRIAL INSPECTION**

**DUTIES —***Definition:*

The duties of the incumbent of this position, which require the highest degree of technical training and administrative ability, are to assume complete responsibility for the direction and supervision of the inspection and investigation of conditions in factories, mercantile establishments and other places of employment in the entire State, and to perform such duties as may be necessary to the enforcement of statutory or departmental regulation relative thereto.

**QUALIFICATIONS —**

*The person holding this position shall have:*

**(a) As a basis for promotion:**

1. Not less than one year of service in Grade IV or four years of service in Grade III.

2. Such additional qualifications as may be required by the State Civil Service Commission, acting in co-operation with the Industrial Council.

**(b) As a basis for original entrance:**

1. The minimum qualifications prescribed for Grade III.

2. Not less than five years of experience in work of Grade III character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission, acting in co-operation with the Industrial Council.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$4500 to \$6000, inclusive, with standard salary rates as follows: \$4500, \$4800, \$5100, \$5400, \$5700, \$6000.

*Note.*— The above standard specification shall apply only to that position, the incumbent of which has heretofore been designated as the first deputy commissioner of the Industrial Commission.



## **INSPECTOR OF MECHANICAL APPLIANCES AND EQUIPMENT GROUP (G 10)**

*Inspectional Service*

*Inspector of Mechanical Appliances and  
Equipment Group*

***Definition:***

The term Inspector of Mechanical Appliances and Equipment Group is used to identify those authorized employments of the Inspectional Service, the incumbents of which are required to make inspections and tests of and reports upon the strength, safety, adequacy or accuracy of mechanical appliances and equipment, and to perform other work of equivalent character and standard not covered in any Group specification.

**GRADE I (G 10 I)**

*Inspectional Service*  
*Inspector of Mechanical Appliances and*  
*Equipment Group*

**TITLES OF POSITIONS —**

INSPECTOR OF GAS METERS  
INSPECTOR OF ELECTRIC METERS  
INSPECTOR OF BOILERS

**DUTIES —****INSPECTOR OF GAS METERS***Definition:*

The duties of incumbents of these positions, which are performed under direction, are to test, seal and tag gas meters, to record and report findings of each test, to report on meter complaints, and to perform such other related duties as may be assigned.

**INSPECTOR OF ELECTRIC METERS***Definition:*

The duties of incumbents of these positions, which are performed under direction, are to investigate and report on laboratory or field tests of electric meters, to verify the accuracy of electrical instruments used in testing electric meters, and to make similar investigations or inspections as may be assigned.

**INSPECTOR OF BOILERS***Definition:*

The duties of incumbents of these positions, which are performed under direction, are to inspect and report on the internal and external condition of steam boilers, to make recommendations as a basis for executive action regarding allowable steam pressure and repairs and structural changes necessary to insure the safety of boilers, and to investigate and report on other hazards as assigned.

**QUALIFICATIONS —****INSPECTOR OF GAS METERS**

*Persons holding these positions shall have:*

1. Not less than four years of experience in the manufacture, testing, repairing or inspecting of gas meters in a gas meter manufacturing plant or in a gas company.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**INSPECTOR OF ELECTRIC METERS**

*Persons holding these positions shall have:*

1. Not less than four years of experience in the manufacture, testing, repairing, inspecting or installing of electric meters in an electric meter manufacturing plant or in an electric plant; or

2. Such training as is evidenced by a degree, diploma or certificate granted on completion of a standard course of instruction in electrical engineering in an engineering school of recognized standing, or proof of other training recognized by the State Civil Service Commission as the equivalent thereof, and in addition not less than one year of experience in the manufacture, testing, repairing, inspecting or installing of electric meters in an electric meter manufacturing plant or in an electric plant.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**INSPECTOR OF BOILERS**

*Persons holding these positions shall have:*

1. Not less than one year of experience as a journeyman boiler maker or as a boiler inspector.

2. Such additional qualifications as may be required by the State Civil Service Commission acting in co-operation with the Industrial Council.

**COMPENSATION —****INSPECTOR OF GAS METERS  
INSPECTOR OF ELECTRIC METERS**

The range of annual compensation of these positions in this Grade for full time service is from \$1080 to \$1320, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320.

**BOILER INSPECTOR**

The range of annual compensation of this position in this Grade for full time service is from \$1080 to \$1440, inclusive, with standard salary rates as follows: \$1080, \$1140, \$1200, \$1320, \$1440.

**SPECIAL REGULATION GOVERNING MAXIMUM SALARY  
RATE FOR BOILER INSPECTOR**

The maximum salary rate, \$1440, shall be assigned only to positions involving supervisory responsibility. Such rate shall be designated after individual appraisal, under the Rules of the State Civil Service Commission, indicating that the rate so determined does not exceed the value of work to be performed.

**GRADE II (G 10 II)**

*Inspectional Service*  
*Inspector of Mechanical Appliances and*  
*Equipment Group*

**TITLES OF POSITIONS —**

**INSPECTOR OF LOCOMOTIVE BOILERS AND  
EQUIPMENT**

**SENIOR INSPECTOR OF ELECTRIC METERS  
INSPECTOR OF STEAM AND MOTOR VES-  
SELS**

**DUTIES —**

**INSPECTOR OF LOCOMOTIVE BOILERS AND  
EQUIPMENT**

*Definition:*

The duties of incumbents of these positions, which are performed under direction, are to inspect, test periodically and report upon locomotive boilers and mechanical equipment of steam railroads and of other public utility corporations, not covered in any other Group specification, to determine the safety and adequacy of such equipment, and to investigate and report upon accidents and complaints resulting from the operation and maintenance of such equipment.

**SENIOR INSPECTOR OF ELECTRIC METERS**

*Definition:*

The duties of incumbents of these positions, which may involve supervision of Inspectors of Electric Meters in Grade I, are to conduct laboratory tests and inspections of cables and other electrical equipment for subway construction, of new types of electric meters and other electrical devices intended for use by electric lighting companies, to prove electrical testing instruments and to certify the accuracy of meters of electric lighting companies.

**INSPECTOR OF STEAM AND MOTOR VES-  
SELS**

*Definition:*

The duties of the incumbent of this position are to inspect the hulls, boats and equipment of steam and

motor vessels, to inspect and test steam boilers of vessels, to investigate steam and motor vessel accidents, to issue certificates of inspection and to perform such other duties as may be necessary to the enforcement of statutory or departmental regulation relative thereto.

#### **QUALIFICATIONS —**

##### **INSPECTOR OF LOCOMOTIVE BOILERS AND EQUIPMENT**

*Persons holding these positions shall have:*

1. Not less than eight years of experience in the inspection, testing or manufacture of steam boilers and other mechanical equipment used by public utility corporations, at least three years of which shall have been spent as a locomotive engineer, railroad shop foreman, road foreman of engineers, general inspector of boiler equipment or boiler shop foreman.

2. Such additional qualifications as may be required by the State Civil Service Commission.

##### **SENIOR INSPECTOR OF ELECTRIC METERS**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Inspector of Electric Meters in Grade I.

2. Not less than three years of service as an Inspector of Electric Meters in Grade I, or if appointed otherwise than by promotion from Grade I, at least two years of experience in an electrical testing laboratory in electric meter inspection work of Grade I character and standard; or

3. Such training as is evidenced by a degree, diploma or certificate granted on completion of a standard course of instruction in electrical engineering in an engineering school of recognized standing, and in addition not less than two years of experience in electric meter inspection work of Grade I character and standard.

4. Such additional qualifications as may be required by the State Civil Service Commission.

### **INSPECTOR OF STEAM AND MOTOR VESSELS**

*The person holding this position shall have:*

1. Not less than five years of experience as a licensed master and pilot of a steam vessel.

2. Such additional qualifications as may be required by the State Civil Service Commission.

### **COMPENSATION —**

#### **INSPECTOR OF LOCOMOTIVE BOILERS AND EQUIPMENT**

The range of annual compensation of this position in this Grade for full time service is from \$1680 to \$2580, inclusive, with standard salary rates as follows: \$1680, \$1800, \$1980, \$2160, \$2340, \$2580.

#### **SENIOR INSPECTOR OF ELECTRIC METERS**

The range of annual compensation of this position in this Grade for full time service is from \$1560 to \$2160, inclusive, with standard salary rates as follows: \$1560, \$1680, \$1800, \$1980, \$2160.

#### **INSPECTOR OF STEAM AND MOTOR VESSELS**

The monthly compensation of this position in this Grade for full time service is \$225 per month.

### **SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE III (G 10 III)***Inspectional Service**Inspector of Mechanical Appliances and  
Equipment Group***TITLE OF POSITION —****CHIEF INSPECTOR OF STATIONARY BOILERS AND EXPLOSIVES****DUTIES —***Definition:*

The duties of the incumbent of this position, which involve supervision of Inspectors of Boilers in Grade I, are to assume responsibility for the enforcement of statutory and departmental regulation relative to the inspection of stationary boilers and the storage of explosives and inflammable materials.

**NOTE.**—Owing to the seasonal character of the work of this position, the incumbent thereof shall receive this compensation only when actually engaged in the above duties.

**QUALIFICATIONS —**

*The person holding this position shall have:*

**(a) As a basis for promotion:**

1. Not less than four years of service as an Inspector of Boilers in Grade I.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**(b) As a basis for original appointment:**

1. Not less than eight years of experience in the inspection, testing or manufacture of steam boilers, at least four years of which shall have been spent as a boiler shop foreman, or in the supervision of boiler inspection, or similar supervisory employment; *or*

2. A degree in civil or mechanical engineering from an institution of recognized standing and in addition, not less than four years of experience in the inspection, testing or manufacture of steam boilers, two years of which shall have been spent in a supervisory capacity.



3. Such additional qualifications as may be required by the State Civil Service Commission acting in co-operation with the Industrial Council.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2340 to \$3060, inclusive, with standard salary rates as follows: \$2340, \$2580, \$2820, \$3060.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **INSPECTOR OF MINES AND TUNNELS GROUP (G 11)**

*Inspectional Service*

*Inspector of Mines and Tunnels Group*

***Definition:***

The term Inspector of Mines and Tunnels Group is used to identify those authorized employments of the Inspectional Service, the incumbents of which are required to inspect and report upon working conditions, safety appliances, hazards and methods of accident prevention in mines, tunnels, drifts, inclines, slopes, caissons and quarries, to determine the adequacy of the compressed air equipment by tests, and to investigate the hours of labor in air under pressure, and to perform such other work as may be necessary to the enforcement of the provisions of the Labor Law relative thereto.

**GRADE I (G 11 I)***Inspectional Service**Inspector of Mines and Tunnels Group***TITLE OF POSITIONS —****INSPECTOR OF MINES AND TUNNELS****DUTIES —***Definition:*

The duties of incumbents of these positions are to inspect and report upon the working conditions, safety appliances, hazards and methods of accident prevention in mines, tunnels, drifts, inclines, slopes, caissons and quarries, to test the adequacy of the compressed air equipment, to investigate the hours of labor in air under pressure, and to perform such other duties as may be necessary to the enforcement of the provisions of the Labor Law relative thereto.

*Examples:*

Inspecting timbering, hanging work and rock, electrical equipment and methods of storing, handling and exploding explosives in mines and tunnels.

Testing locks, valves and machinery of air chambers where compressed air construction work is carried on.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than three years of experience in mine, tunnel or caisson work in a supervisory capacity.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1440 to \$2160, inclusive, with standard salary rates as follows: \$1440, \$1560, \$1680, \$1800, \$1980, \$2160.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **MISCELLANEOUS INSPECTOR GROUP (G 12)**

*Inspectional Service*

*Miscellaneous Inspector Group*

***Definition:***

The term Miscellaneous Inspector Group is used to identify those authorized employments of the Inspectional Service, the incumbents of which are required to make inspection and investigations and reports upon those conditions, practices or methods not covered in any other Group specifications which are the subject of statutory or departmental regulation, for the purpose of correcting existing irregularities and enforcing such statutes or regulation.

**GRADE I (G 12 I)**

*Inspectional Service*  
*Miscellaneous Inspector Group*

**TITLES OF POSITIONS —**

COLD STORAGE INSPECTOR  
INSPECTOR OF WEIGHTS AND MEASURES  
INSPECTOR OF MOTOR VEHICLE TRAFFIC  
PHARMACEUTICAL INSPECTOR  
INSPECTOR OF EXPLOSIVES

**DUTIES —****COLD STORAGE INSPECTOR***Definition:*

The duties of incumbents of these positions are to make, under supervision, routine or special inspections of cold storage warehouses, public markets and other places where cold storage foods are held, offered for sale or sold for the purpose of obtaining and reporting legal proof of violations of those provisions of the Public Health Law relative to cold storage, to testify in court upon alleged violations and to perform such other related duties as may be necessary to the enforcement of said law.

**INSPECTOR OF WEIGHTS AND MEASURES***Definition:*

The duties of incumbents of these positions are to check the work of local sealers of weights and measures by making inspections and tests of scales, weights and measures, to make special tests of weighing and measuring apparatus, to instruct and assist city and county sealers of weights and measures in the performance of their duties, to obtain and report legal proof of violations of the law relative to weights and measures, to testify in court upon alleged violations and to perform such related duties as may be necessary to the enforcement of said law.

## INSPECTOR OF MOTOR VEHICLE TRAFFIC

### *Definition:*

The duties of incumbents of these positions are to make, under supervision, routine or special inspections of motor vehicle traffic for the purpose of obtaining and reporting legal proof of violations of the Motor Vehicle Law, and to perform such other related duties as may be necessary to the enforcement of said law.

### *Examples:*

Inspecting automobile traffic between New Jersey and New York.

Investigating automobile accidents.

Investigating complaints of alleged violations of the Motor Vehicle Law.

Preparing daily and other reports of inspections and investigations.

## PHARMACEUTICAL INSPECTOR

### *Definition:*

The duties of incumbents of these positions are to make, under supervision, inspections of pharmacies, hospitals and other places where drugs, medicines and prescriptions are prepared, compounded or dispensed for the purpose of obtaining and reporting legal proof of violations of the Pharmacy Law, to testify in court upon such alleged violations and to perform such related duties as may be necessary to the enforcement of said law.

### *Examples:*

Inspecting poison registers and other books of record.

Collecting samples of drugs, medicines and prescriptions for analysis.

Examining licenses and certificates of employees.

## INSPECTOR OF EXPLOSIVES

### *Definition:*

The duties of incumbents of these positions are to make under direction, routine or special inspections of containers and magazines in which and the conditions under which explosives are manufactured, stored, sold,

transported, to report thereon and make recommendations as a basis for executive action for the purpose of enforcing statutory or departmental regulation relative thereto, and to perform such other related duties as may be assigned.

*Examples:*

Recording the kind and amount of explosives stored in a magazine, measuring the distance from such magazine to the nearest highway and to the nearest building, and reporting on the structure of the magazine.

## **QUALIFICATIONS —**

### **COLD STORAGE INSPECTOR**

*Persons holding these positions shall have:*

1. Not less than two years of experience in a cold storage warehouse or plant in work affording opportunity to become familiar with cold storage methods and practices.

2. Such additional qualifications as may be required by the State Civil Service Commission.

### **INSPECTOR OF WEIGHTS AND MEASURES**

*Persons holding these positions shall have:*

1. A certificate of graduation from a high school or proof of other education recognized by the State Civil Service Commission as equivalent thereof.

2. Not less than one year of experience in the testing of weights and measures; *or*

3. Not less than two years of experience in the manufacture of scales, weights and measures in work affording opportunity to become familiar with the construction and testing of scales, weights and measures.

4. Such additional qualifications as may be required by the State Civil Service Commission.

### **INSPECTOR OF MOTOR VEHICLE TRAFFIC**

*Persons holding these positions shall have:*

1. A license to operate motor vehicles granted by the proper State authority.



2. Not less than two years of experience in the operation and repair of motor vehicles while holding the license above required.

4. Such additional qualifications as may be required by the State Civil Service Commission.

## PHARMACEUTICAL INSPECTOR

*Persons holding these positions shall have:*

1. A license to practice pharmacy issued by the State Board of Pharmacy.

2. Not less than one year of experience in the practice of pharmacy.

3. Such additional qualifications as may be required by the State Civil Service Commission.

## INSPECTOR OF EXPLOSIVES

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

## COMPENSATION —

### COLD STORAGE INSPECTOR

The range of annual compensation of this position in this Grade for full time service is from \$1080 to \$1320, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320.

### INSPECTOR OF WEIGHTS AND MEASURES

The range of annual compensation of this position in this Grade for full time service is from \$1080 to \$1440, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440.

### INSPECTOR OF MOTOR VEHICLE TRAFFIC

The range of annual compensation of this position in this Grade for full time service is from \$1080 to \$1440, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440.

**PHARMACEUTICAL INSPECTOR**

The range of annual compensation of this position in this Grade for full time service is from \$1200 to \$1560, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560.

**INSPECTOR OF EXPLOSIVES**

The range of annual compensation of this position in this Grade for full time service is from \$900 to \$1200, inclusive, with standard salary rates as follows: \$900, \$960, \$1020, \$1080, \$1140, \$1200.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES—**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE II (G 12 II)**

*Inspectional Service*  
*Miscellaneous Inspector Group*

**TITLE OF POSITION —**

**SUPERVISING COLD STORAGE INSPECTOR**

**DUTIES —**

*Definition:*

The duties of the incumbent of this position, which require special knowledge of cold storage inspection and involve a high degree of responsibility, are to direct and supervise cold storage inspectors in Grade I, to assume immediate responsibility for the enforcement of the provisions of the Public Health Law relative to cold storage, to make special inspections or investigations as a basis for administrative control, to prepare reports upon the results of field investigations and to perform such other related duties as may be necessary to the enforcement of said law.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service as a cold storage inspector in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in cold storage inspectional work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1800 to \$2340, inclusive, with standard salary rates as follows: \$1800, \$1980, \$2160, \$2340.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SAL-  
ARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **INSPECTOR OF PLANT INDUSTRY GROUP (G 13)**

*Inspectional Service*

*Inspector of Plant Industry Group*

### ***Definition:***

The term Inspector of Plant Industry Group is used to identify those authorized employments of the Inspectional Service, the incumbents of which are required to perform such work in the prevention, detection and extirpation of insect pests and fungus growths and in the protection and promotion of plant industry as may be necessary to the enforcement of provisions of the Agricultural Law relative thereto.

**GRADE I (G 13 I)***Inspectional Service**Inspector of Plant Industry Group***TITLE OF POSITION —****INSPECTOR OF PLANT INDUSTRY****DUTIES —***Definition:*

The duties of incumbents of these positions are to make inspections of and reports upon nurseries, orchards and interstate shipments and importations of nursery stock, for the purpose of preventing, detecting, controlling and extirpating insect pests and fungus growths injurious to plant life, to assist in exterminating same, to inspect and sample insecticides and fungicides, to inspect, instruct and assist in the grading and packing of apples and to perform such other related duties in the promotion of plant industry as may be necessary to the enforcement of the provisions of the Agricultural Law relative thereto.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than two years of experience in an orchard or nursery in the cultivation of trees and shrubs.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$900 to \$1260, inclusive, with standard salary rates as follows: \$900, \$960, \$1020, \$1080, \$1140, \$1260.

**GRADE II (G 13 II)***Inspectional Service**Inspector of Plant Industry Group***TITLE OF POSITION —****SUPERVISING INSPECTOR OF PLANT INDUSTRY****DUTIES —***Definition:*

The duties of incumbents of these positions are to supervise and assist small groups of inspectors in the prevention, detection and extirpation of insect pests and fungus growths injurious to plant life, to supervise and assist in the inspection, grading and packing of apples, to make special inspections and investigations for the protection and promotion of plant industry, and to assist in the direction of the bureau or other primary unit of the State department charged with this function.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than five years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least five years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1440 to \$1980, inclusive, with standard salary rates as follows: \$1440, \$1560, \$1680, \$1800, \$1980.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service

Commission, indicating that the rates to be designated do not exceed the value of the work to be performed; provided that the last two salary rates, \$1800 and \$1980, shall apply only to that position, the incumbent of which shall be designated Assistant Chief Inspector of Plant Industry.



**GRADE III (G 13 III)**

*Inspectional Service*  
*Inspector of Plant Industry Group*

**TITLE OF POSITION —****CHIEF INSPECTOR OF PLANT INDUSTRY****DUTIES —***Definition:*

The duties of incumbents of these positions, which require a high degree of administrative ability and special knowledge in the methods of prevention, detection and extirpation of insect pests and fungus growths, are to supervise employes in Grades I and II and assume complete responsibility for the administration of the bureau or other primary unit of the State department charged with the promotion of plant industry, to conduct research in plant industry and to perform such other related duties as may be necessary to the enforcement of the provisions of the Agricultural Law relative thereto.

**QUALIFICATIONS —***The persons holding this position shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than three years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least eight years of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2580 to \$3300, inclusive, with standard salary rates as follows: \$2580, \$2820, \$3060, \$3300.

**SPECIAL REGULATION GOVERNING SALARY RATES—**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be determined do not exceed the value of the work to be performed.

## **INSPECTOR OF PUBLIC SERVICE GROUP (G 14)**

*Inspectional Service*

*Inspector of Public Service Group*

***Definition:***

The term Inspector of Public Service Group is used to identify those authorized employments of the Inspectional Service, the incumbents of which are required to inspect, investigate and report upon the methods, practices and operation of public service corporations, which are subject to statutory or departmental regulation, for the purpose of improving the service, promoting public safety, conserving public property and resources, and enforcing compliance with these provisions of law relative thereto and the rules and regulations of those bureaus or other primary units of State departments charged with the regulation of public utilities.

**GRADE I (G 14 I)**

*Inspectional and Investigational Service  
Inspector of Public Service Group*

**TITLES OF POSITIONS —**

INSPECTOR OF TELEPHONE TRAFFIC

INSPECTOR OF RAILROAD FIRE PREVENTION

TRANSIT INSPECTOR

INSPECTOR OF TELEPHONE AND TELEGRAPH EQUIPMENT

**DUTIES —**

INSPECTOR OF TELEPHONE TRAFFIC

*Definition:*

The duties of incumbents of these positions are to make inspections of and reports upon the organization of central offices of telephone companies and the operating methods and practices employed therein, as to the quality and efficiency of the service rendered, to make investigations of and detailed reports upon complaints and to perform such other duties of an equivalent character and standard as may be assigned.

*Examples:*

Inspecting telephone operating rooms, switchboards, operating quarters and all properties in central offices used in rendering telephone service.

Investigating rules, regulations, methods and practices.

Interviewing telephone subscribers.

Making tests of the speed and accuracy of each step of operation in all branches of the telephone service.

INSPECTOR OF RAILROAD FIRE PREVENTION

*Definition:*

The duties of incumbents of these positions are to inspect or supervise the inspection of railroad locomotives and rights of way for fire prevention purposes, to make reports upon same, and to perform such other related duties as may be necessary to the enforcement of the provisions of the law relative thereto.

*Examples:*

Inspecting spark arresters, front ends, screens, ash pans, and similar equipment.

Inspecting rights of way for fire hazards.

## TRANSIT INSPECTOR

### *Definition:*

The duties of incumbents of these positions are to make investigations of and reports upon railway and railroad operations to determine compliance with schedules and the regulations governing transfers, rates, accidents, ventilation, heating, sanitary conditions, to report upon complaints and to perform such other duties of an equivalent character and standard as may be assigned.

## INSPECTOR OF TELEPHONE AND TELEGRAPH EQUIPMENT

### *Definition:*

The duties of incumbents of these positions are to make inspections of and reports upon the physical property, methods and practices of telephone and telegraph companies, to check inventories and appraisals of the properties of the same, to inspect the general service, rates and the adequacy and safety of the facilities or equipment used, to make investigations of and detailed reports upon complaints, and to perform such other duties of an equivalent character and standard as may be assigned.

### *Examples:*

Inspecting buildings, poles, wires, cables, switchboards, instruments, appliances, devices and all properties.

Investigating rules, regulations, rates and all methods and practices.

Inspecting electric light, power and other electrical construction, in connection with telephone and telegraph lines, where hazards to employees or the public may be involved.

Checking records.

Making tests of all the branches of telephone and telegraph service.

## QUALIFICATIONS —

### INSPECTOR OF TELEPHONE TRAFFIC

*Persons holding these positions shall have:*

1. Not less than two years of experience as a supervisor in a central telephone exchange or at least two

years of other experience of equivalent character and standard.

2. Such additional qualifications as may be required by the State Civil Service Commission.

## INSPECTOR OF RAILROAD FIRE PREVENTION

*Persons holding these positions shall have:*

1. Not less than two years of experience in a railroad repair shop or in other work affording opportunity to become familiar with the equipment and construction of a railroad locomotive.

2. Such additional qualifications as may be required by the State Civil Service Commission.

## TRANSIT INSPECTOR

*Persons holding these positions shall have:*

1. Not less than three years of experience in the transportation department of a street railway or steam railroad company in an employment such as inspector or dispatcher, affording opportunity to become familiar with schedules, equipment, service and general transit methods.

2. Such additional qualifications as may be required by the State Civil Service Commission.

## INSPECTOR OF TELEPHONE AND TELEGRAPH EQUIPMENT

*Persons holding these positions shall have:*

1. Not less than three years of experience in the operating or maintenance departments of a telegraph or telephone company, at least two years of which shall have been spent in work affording opportunity to become familiar with general operating and maintenance conditions, methods and practices.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —****INSPECTOR OF TELEPHONE TRAFFIC**

The range of annual compensation of this position in this Grade for full time service is from \$1080 to \$1200, inclusive, with standard salary rates as follows: \$1080, \$1140, \$1200.

**INSPECTOR OF RAILROAD FIRE PREVENTION**

The range of annual compensation of this position in this Grade for full time service is from \$900 to \$1200, inclusive, with standard salary rates as follows: \$900, \$960, \$1020, \$1080, \$1140, \$1200.

**TRANSIT INSPECTOR**

The range of annual compensation of this position in this Grade for full time service is from \$960 to \$1440, inclusive, with standard salary rates as follows: \$960, \$1080, \$1200, \$1320, \$1440.

**INSPECTOR OF TELEPHONE AND TELEGRAPH EQUIPMENT**

The range of annual compensation of this position in this Grade for full time service is from \$1080 to \$1440, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440.

**SPECIAL REGULATION GOVERNING THE LAST TWO SALARY RATES FOR TRANSIT INSPECTOR AND INSPECTOR OF TELEPHONE AND TELEGRAPH EQUIPMENT —**

The last two salary rates, \$1320 and \$1440, shall be assigned only to positions involving supervisory or independent responsibility. Such rates shall be designated after individual appraisal, under the rules of the State Civil Service Commission, indicating that the rate so determined does not exceed the value of the work to be performed.

**GRADE II (G 14 II)****TITLES OF POSITIONS —**

SUPERVISING TRANSIT INSPECTOR  
 INSPECTOR OF TARIFFS  
 INSPECTOR OF RAILROAD TRAFFIC

**DUTIES —****SUPERVISING TRANSIT INSPECTOR***Definition:*

The duties of incumbents of these positions, which involve supervision of transit inspectors in Grade I, are to direct and supervise the investigation of and reporting upon railway and railroad operations, to make special investigations of operating conditions and to perform other duties of equivalent character and standard.

**INSPECTOR OF TARIFFS***Definition:*

The duties of incumbents of these positions are to make investigations of and reports upon freight and passenger tariffs and schedules, to investigate complaints as to overcharges, improper routings and delays, and to perform such other duties of equivalent character and standard as may be assigned.

**INSPECTOR OF RAILROAD TRAFFIC***Definition:*

The duties of incumbents of these positions are to make investigations of and reports upon complaints relative to passenger train service, freight and passenger traffic conditions, for the purpose of improving the service, and to perform other duties of equivalent character and standard.

*Examples:*

Answering public inquiries relative to railroad service rates and classifications.

Interviewing public and railroad officials in connection with complaints and train movements.

Checking train dispatchers, train movement sheets.

Examining monthly reports of passenger train movements and train service bulletins.



**QUALIFICATIONS —****SUPERVISING TRANSIT INSPECTOR**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Transit Inspector, Grade I.
2. Not less than five years of service as a Transit Inspector in Grade I.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**INSPECTOR OF TARIFFS**

*Persons holding these positions shall have:*

1. Not less than ten years of experience in railroad, railway or express company, at least five years of which shall have been spent as a rate clerk or in such other responsible employment affording opportunity to become familiar with the preparation, investigation and adjustment of rate schedules and tariffs.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**INSPECTOR OF RAILROAD TRAFFIC**

*Persons holding these positions shall have:*

1. Not less than five years of experience in an employment, such as conductor or chief dispatcher, affording opportunity to become familiar with practical railroad operation; *or*
2. Not less than five years of experience as Chief Clerk in a railroad terminal freight office, or railroad freight agent in a city of moderate size.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1680 to \$2340, inclusive, with standard salary rates as follows: \$1680, \$1800, \$1980, \$2160, \$2340.

**GRADE III (G 14 III)****TITLE OF POSITIONS —****CHIEF TRANSIT INSPECTOR.****DUTIES —***Definition:*

The duties of the incumbent of this position, which require a high degree of administrative ability and knowledge of transportation conditions in New York city, are to direct and supervise all Transit Inspectors in Grades I and II and other assigned employees, to act as the assistant to the head of that bureau or other primary unit of the State department charged with the study and enforcement of transit regulations in New York city, and to perform other duties of equivalent character and standard.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. The minimum qualifications prescribed for Supervising Transit Inspector, Grade II.
2. Not less than five years of service as a Supervising Transit Inspector in Grade II.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2580 to \$3540, inclusive, with standard salary rates as follows: \$2580, \$2820, \$3060, \$3300, \$3540.

## REGULATIONS SUPPORTING THE SPECIFICATIONS OF PERSONAL SERVICE IN THE STATE INSTITUTIONS

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### Section 1. Application of Regulations

The following regulations shall apply to all employments in the several State institutions which are classified in the following Services and Groups:

1. Institutional Service — All Groups.
2. Managerial Service — Institutional Manager Group.
3. Clerical Service — Bookkeeper Group, Clerk Group, Stenographer Group, Telephone Operator Group.
4. Professional and Scientific Service — Dentist Group, Nurse Group, Pharmacist Group, Physician Group.
5. Educational Service — Institutional Teacher and Lecturer Group.
6. Investigational and Examining Service — After Care Agent Group, Parole Officer Group.

### Section 2. Rules and Regulations Governing Maintenance, and Commutation in Lieu Thereof

#### 1. *Definition of term "Maintenance"*

The term "maintenance" wherever used in the specifications of personal service includes meals, lodging and laundry. Maintenance shall be granted in accordance with the rules and regulations of the governing departmental agency.

#### 2. *Special Regulation Governing Maintenance of Families of Superintendents, Senior Physicians and Stewards*

The superintendents, senior physicians in charge of medical work, and stewards shall be granted maintenance for their families. The term "family" is used to mean self, wife and minor children.

### ***3. Special Regulation Governing Maintenance of Other Officers and Employees***

Other members of the medical staff, junior stewards and assistant stewards shall be granted complete or partial maintenance to the extent that provision can be made therefor, subject to the action of the governing departmental agency.

### ***4. Special Regulation Governing Commutation in Lieu of Board and Lodging***

Commutation may be granted in lieu of lodging or meals, for which there are no accommodations at the institution or when the superintendent of the institution and the departmental agency deem it necessary and expedient to employ married people who cannot reside at the institution.

In granting commutation, all positions which entitle incumbents to not more than \$900 and maintenance shall be regarded as Class I, and all positions which entitle incumbents to more than \$900 and maintenance and less than \$1,560 and maintenance shall be regarded as Class II. All positions which entitle incumbents to not less than \$1,560 and maintenance shall be regarded as Class III.

A commutation allowance of \$4 per month for each of the three daily meals and \$4 per month for lodging shall be granted employees in Class I by the superintendent of the institution, subject to the approval of the governing departmental agency, provided such commutation shall be granted only where either board or lodging or both or part thereof cannot be furnished at institutions except in those cases where it is necessary or expedient to employ and to allow such commutation to married people irrespective of the capacity or available accommodations at the institutions for those employed.

Employees in Class II shall be granted a commutation allowance of \$5 per month for each of the three daily meals and \$5 per month for lodging, subject to the same regulations provided for Class I, unless otherwise provided for by the rules and regulations of the Civil Service Commission.

An appraisal by the governing departmental agency subject to the approval of the Civil Service Commission shall be made of the maintenance allowance for employees in Class III.

In granting commutation the superintendents of the several institutions shall furnish the governing departmental agency the necessary information regarding same.

When cottages or apartments on institutional grounds are assigned to and used by employes the governing departmental agency shall be responsible for the assignment and the rent appraisal, the same to be deducted from the commutation allowance.

*5. Special Regulation Governing Housing and Other Privileges at the State Agricultural Experimental Station*

The director of the State Agricultural Station shall receive a house and ordinary produce from the station farm in addition to his compensation.

He may, also, upon the approval of the Board of Control of that institution, assign such houses or other living quarters as may be available, to those employes who attach to the Station as he may see fit. Such privileges shall be granted in addition to the standard salary rates which are designated to the several positions affected.

**Section 3. Rules and Regulations Governing Compensation for Ward Employes at the Matteawan State Hospital, the Dannemora State Hospital, the Hospital for the Treatment of Incipient Tuberculosis and the Quarantine Hospitals at the Port of New York**

*1. Special Regulation Governing Compensation of Ward Employes in Matteawan State Hospital and Dannemora State Hospital*

The range of annual compensation for full time service for ward employes at Matteawan State Hospital shall be as follows:

Attendants (male) . . . . \$360 to \$540 inclusive, with maintenance.

Attendants (female) . . . 270 to 420        "        "        "

Charge attendants

(male) . . . . . 450 to 660 inclusive, with maintenance

Charge attendants

(female) . . . . . 360 to 540        "        "        "

Chief attendants (male). 690 to 840        "        "        "

Chief attendants (fe-

male) . . . . . 600 to 750        "        "        "

The range of annual compensation for full time service for ward employes at Dannemora State Hospital shall be as follows:

Attendants (male) . . . . \$360 to \$540 inclusive, with maintenance.

Charge attendants

(male) . . . . . 480 to 720        "        "        "

Chief attendants (male). 720 to 870        "        "        "

For each class of work referred to in both Matteawan and Dannemora there shall be a probationary period of four months, at the end of which, if the work has been satisfactory, there shall be an increase of \$30 in the annual rate.

The yearly increase for these several positions beginning with the end of the probationary period shall be \$30 where the annual salary is less than \$600 with the exception of the maximum rate for male attendants in both Matteawan and Dannemora in which case this rate shall be granted only after an additional two years of service. When the salary rates are more than \$600 the annual increases following the probationary period shall be \$60 until the maximum is reached. Charge attendants who are graduates of training schools for nurses shall have an additional annual compensation of \$30 in recognition of the training and experience as a nurse.

## *2. Special Regulation Governing Compensation of Ward Employes at the Hospital for the Treatment of Incipient Tuberculosis at Ray Brook and at the Quarantine Hospitals at the Port of New York*

At the Hospital for the Treatment of Incipient Tuberculosis at Ray Brook and the Quarantine Hospitals at the Port of New York, an additional compensation of \$120 shall be granted to attendants, charge attendants and chief attendants in recognition of the undesirability of the service. In case, however, convalescent patients are assigned to this work a deduction of \$60 shall be made regularly from the special annual rate in consideration of special care and treatment.

## **Section 4. Rules and Regulations Governing Extra or Special Service**

### **1. *Special Regulation Governing Night Service***

In institutions where it is necessary to carry a permanent night ward service and where it is expedient not to assign attendants to night service for purposes of training, \$2.00 shall be added to the monthly rate for employes performing night service providing such service has been consecutive for at least a month. At Dannemora State Hospital for the Criminal Insane \$5.00 shall be added to the monthly rate for employes performing night service providing such service has been consecutive for at least a month.

### **2. *Special Regulation Governing Extra Duty as a Member of the Institutional Fire Company***

Where it is necessary to assign several employes to perform extra service as fire patrolmen such as directing and assisting in fire drills and being on duty in the fire house at night \$5.00 shall be added to their monthly rate.

### **3. *Special Regulation Governing Extra Duty as a member of the Institutional Band***

In institutions where employes are assigned to perform extra service as members of the institutional band, or are assigned as bandmasters, an extra compensation of \$4.00 to \$5.00 per month and an extra compensation of \$25, \$30, \$35 and \$40 per month, respectively, shall be granted, such amounts being conditioned upon appraisal under the rules of the State Civil Service Commission indicating that the rates to be designated do not exceed the value of the service to be performed.

### **4. *Special Regulation Governing Extra Duty in the Capacity of a Commissioned Officer in an Institutional Military Organization***

In institutions where a military organization is recognized as a fundamental part of the discipline and training of inmates, an additional compensation of \$5.00 per month shall be granted to

an employe who is assigned as the captain of a company, or the major of a battallion or its equivalent, provided such assignment involves extra service and responsibility.

## **Section 5. Rules and Regulations Governing Vacations, Transfers and Hours of Duty**

### **1. *Special Regulation Governing Vacations of Institutional Employes***

All employes in the institutional service receiving less than \$1,560 and maintenance as a yearly salary rate shall be entitled to sixty-six days' leave of absence during the year, including Sundays or other days in lieu thereof, and vacations. In the case of employes other than those assigned immediately to the ward service, each Sunday shall represent a day of leave of absence unless the superintendent shall deem it advisable and expedient to arrange it otherwise either as a regular or tentative schedule, in which case the schedule shall be incorporated in the annual report. Employes receiving \$1,560 or more and maintenance as an annual salary shall be granted an annual vacation of three weeks, exclusive of the leave of absence every Sunday, which may be granted providing the responsibilities of their positions or emergencies do not demand their presence and assignment to duty.

If, in the judgment of the superintendent of an institution, the services of employes are required on legal holidays or Sundays, an equivalent to this shall be given as the work of the institution will permit.

### **2. *Special Regulation Governing Transfers and Re-employment***

Transfers from one institution to another shall be made only upon the written consent of the superintendents of the institutions from which and to which the transfer is proposed to be made. In such case the service shall be regarded as continuous. Employes leaving the service and subsequently obtaining employment therein shall be regarded and specified as new employes. No employe who has been discharged from a State institution shall be employed in another State hospital without the written approval of the superintendent of the institution from which such employe was discharged.



### ***3. Special Regulation Governing Hours of Duty of Institutional Employes Assigned to Ward Service***

The hours of ward employes assigned to night service and the hours of those assigned to day service shall be the same unless the superintendent and the governing departmental agency find it necessary to provide otherwise, in which case the reason therefor shall be incorporated in the annual report of the institution and the report of the governing departmental agency.

### **Section 6. Special Regulations Governing Probationary Period for Employes in the Institutional Service**

Employes in the institutional service shall be employed for a probationary term which shall not exceed four months. The compensation for this probationary service shall be at the minimum rate established for the several grades of the service. Increases shall be granted in accordance with the schedules outlined in the specifications and the date of employment shall be construed as beginning on the first day of the calendar month following the date of actual employment unless such employment shall have actually begun on the first day of the month. This rule is not to be construed as depriving an employe of compensation for the days of actual service rendered prior to the first day of such month.

### **Section 7. Special Regulations Governing Incidental and Emergency Work**

Nothing in the accompanying specifications for the institutional service shall be taken to imply that the employes in an institution shall not be called upon to perform incidental or emergency miscellaneous work.



## **INSTITUTIONAL SERVICE**

**(SYMBOL H)**

The term Institutional Service is applied to those authorized employments of the State Government, the incumbents of which are required to perform the non-professional work necessary to the maintenance and operation of State hospitals, charitable and correctional institutions.



## **INSTITUTIONAL ARTISAN (H 1)**

*Institutional Service*

*Institutional Artisan Group*

*Definition:*

The term Institutional Artisan Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are to perform manual work requiring skill in a trade or handicraft pertaining to the maintenance of State hospitals, charitable or correctional institutions, not included in any other Group.

**GRADE I (H 1 I)**

*Institutional Service*  
*Institutional Artisan Group*

**TITLE OF POSITIONS —****JUNIOR INSTITUTIONAL ARTISAN****DUTIES —***Definition:*

The duties of incumbents of these positions, which may involve supervision of inmates and employes, are to perform routine handicraft work not requiring high skill and ability where not otherwise provided for, connected with the maintenance of a State hospital, charitable or correctional institution.

*Example:*

Performing work requiring knowledge of carpentry, painting, tinsmithing, masonry, locksmithing or other handicraft work.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than three years of experience in the trade covered in the position to be filled.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$540 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$540, \$600.

**GRADE II (H 1 II)**

*Institutional Service*  
*Institutional Artisan Group*

**TITLES OF POSITIONS —**

INSTITUTIONAL ARTISAN (CARPENTER)  
 INSTITUTIONAL ARTISAN (PAINTER)  
 INSTITUTIONAL ARTISAN (TINSMITH)  
 INSTITUTIONAL ARTISAN (MASON)

**DUTIES —***Definition:*

The duties of incumbents of these positions, which involve supervision of employes in Grade I, or other employes or inmates, are to perform routine handicraft work, requiring skill and ability, connected with the maintenance of a State hospital, charitable or correctional institution.

*Example:*

Performing the more important work requiring knowledge of carpentry, painting, tinsmithing or masonry.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than one year of service in Grade I, in work covered in the position to be filled, or if appointed otherwise than by promotion from Grade I, at least one year of experience in work covered in the position to be filled of Grade I character and standard.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

INSTITUTIONAL ARTISAN (CARPENTER)  
 INSTITUTIONAL ARTISAN (PAINTER)  
 INSTITUTIONAL ARTISAN (TINSMITH)

The range of annual compensation of these positions in this Grade for full time service is from \$780 to \$840, inclusive, with maintenance, with standard salary rates as follows: \$780, \$840.

INSTITUTIONAL ARTISAN (MASON)

The range of annual compensation of this position in this Grade for full time service is from \$840 to \$900, inclusive, with maintenance, with standard salary rates as follows: \$840, \$900.

**SPECIAL REGULATION GOVERNING SALARY RATES FOR  
INSTITUTIONAL ARTISAN (MASON)—**

The entrance or other salary rates of positions classified within this Grade shall be determined by the Institutional Superintendents, on the basis of local conditions, subject to the rules and regulations of the Departmental Agencies.



**GRADE III (H 1 III)**

*Institutional Service*  
*Institutional Artisan Group*

**TITLE OF POSITIONS —**

**INSTITUTIONAL ARTISAN — FOREMAN**

**DUTIES —***Definition:*

The duties of incumbents of these positions, which involve the supervision of employes in Grades I and II, other employes or inmates, are to plan, supervise, be responsible for and assist in the handicraft work, carpentry, painting, tinsmithing, masonry, locksmithing and other related work connected with the maintenance of a State hospital, charitable or correctional institution.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II, Institutional Artisan (Carpenter).
2. Not less than three years of service in Grade II, Institutional Artisan (Carpenter), or if appointed otherwise than by promotion from Grade II, at least three years of experience in carpentry work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1320, inclusive, with maintenance, with standard salary rates as follows: \$1080, \$1200, \$1320.

A rate of \$1440 shall be added to the above rates in institutions of more than 3000 inmates, provided that the Chief Operating Engineer is not designated to assume responsibility for the construction and maintenance work.

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 3, 1862. It is a very long letter, and it contains a great deal of information about the state of the country at that time. The President talks about the war with Mexico, and about the relations with Great Britain and France. He also talks about the internal affairs of the country, and about the progress of the Union.

2. The second part of the document is a report from the Secretary of the Treasury, dated January 3, 1862. It is a very long report, and it contains a great deal of information about the state of the Treasury at that time. The Secretary talks about the revenue of the country, and about the expenses of the government. He also talks about the public debt, and about the progress of the Union.

3. The third part of the document is a report from the Secretary of the Interior, dated January 3, 1862. It is a very long report, and it contains a great deal of information about the state of the Interior at that time. The Secretary talks about the land of the country, and about the minerals of the country. He also talks about the progress of the Union.

4. The fourth part of the document is a report from the Secretary of the Navy, dated January 3, 1862. It is a very long report, and it contains a great deal of information about the state of the Navy at that time. The Secretary talks about the ships of the Navy, and about the progress of the Union.

5. The fifth part of the document is a report from the Secretary of the War, dated January 3, 1862. It is a very long report, and it contains a great deal of information about the state of the War at that time. The Secretary talks about the army of the country, and about the progress of the Union.

## **ATTENDANT GROUP (H 2)**

*Definition:*

*Institutional Service  
Attendant Group*

The term Attendant Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to perform, under supervision, those non-professional duties involved in the care and treatment of patients and inmates confined in State hospitals and charitable institutions.

**GRADE I (H 2 I)***Institutional Service  
Attendant Group***TITLES OF POSITIONS —****ATTENDANT  
PUPIL NURSE****DUTIES —***Definition:*

The duties of incumbents of these positions, which do not require registration as a graduate nurse or graduation from a training school for nurses are to direct and take charge, under supervision, of a group of assigned patients or inmates; to perform other duties involved in the nursing care and treatment of patients under their supervision; and to perform such other related work as may be assigned.

*Examples:*

Keeping order and discipline.

Taking care of a group of patients and directing them in the performance of household, field or shop work.

Doing ward duty such as bathing, dressing and undressing patients, shaving and cutting hair.

Observing patients, their actions and conditions, and reporting upon same.

Maintaining cleanliness of patients, their beds and clothing.

Assisting physicians when required.

Assisting in dining-room work.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$312 to \$432, inclusive, with maintenance, for men, and from \$228 to \$324, inclusive, with maintenance, for women, with standard salary rates as follows: For men, \$312 upon entrance, \$336 at end of 9 months' service, \$360 at end of 15

months' service, \$384 at end of 21 months' service, \$408 at end of 27 months' service, \$432 at end of 36 months' service. For women, \$228 upon entrance, \$252 at end of 9 months' service, \$276 at end of 15 months' service, \$300 at end of 21 months' service, \$324 at end of 30 months' service.

**GRADE II (H 2 II)***Institutional Service  
Attendant Group***TITLE OF POSITIONS —****CHARGE ATTENDANT****DUTIES —***Definition:*

The duties of incumbents of these positions, which do not require registration as a graduate nurse or graduation from a training school for nurses, are to exercise, under direction, a general supervision over a group or groups of assigned patients; to assume responsibility for the care and treatment of patients and the conduct and efficiency of subordinates; to submit daily and other reports of patients' condition; and to perform such other related duties as may be assigned.

*Examples:*

- Directing the routine activities of patients.
- Instructing new attendants in their duties.
- Directing the work of attendants.
- Supervising fire drill of patients.
- Taking charge of a walking or amusement party.
- Assisting physicians in treating or attending to cases.
- Performing routine household duties, such as assisting in making beds, cleaning wards, dressing and undressing patients, shaving patients, etc.
- Assuming responsibility for the cleanliness of wards.
- Giving new patients special care and attention.
- Assuming responsibility for the cleanliness of patients, their beds and clothing.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than four months of service in Grade I.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$432 to \$516, inclusive, with maintenance, for men, and from \$360 to \$420,

inclusive, with maintenance, for women, with standard salary rates as follows: For men, \$432 upon entrance, \$456 at end of 6 months' service, \$480 at end of 12 months' service, \$504 at end of 18 months' service, \$516 at end of 24 months' service. For women, \$360 upon entrance, \$384 at end of 6 months' service, \$408 at end of 12 months' service, \$420 at end of 18 months' service.

**GRADE III (H 2 III)***Institutional Service  
Attendant Group***TITLES OF POSITIONS —****CHIEF ATTENDANT****CHIEF ATTENDANT (TRANSFER AGENT)****CHIEF ATTENDANT (OCCUPATIONAL)****DUTIES —****CHIEF ATTENDANT***Definition:*

The duties of incumbents of these positions, which do not require registration as a graduate nurse or graduation from a training school for nurses, are to supervise and direct the care of a large number of patients comprising several wards, providing nursing training and experience is not required and that the supervision is not over nurses and charge nurses; to direct and be responsible for the work of all the charge attendants and attendant assigned thereto; to see that physicians' orders are carried out; to prepare time reports and other reports, and to perform such other duties as may be involved in the care and treatment of a large number of patients.

**CHIEF ATTENDANT (TRANSFER AGENT)***Definition:*

The duties of incumbents of these positions, which do not require registration as a graduate nurse or graduation from a training school for nurses, are to arrange details of transfer of persons committed to institutions for the insane, feeble-minded or epileptic; to accompany them to destination and to perform other duties involved in the transfer of such persons.

**CHIEF ATTENDANT (OCCUPATIONAL)***Definition:*

The duties of incumbents of these positions, which do not require registration as a graduate nurse or graduation from a training school for nurses, are to supervise and be responsible for reoccupational work of inmates



in the hospitals and charitable institutions where such work is not otherwise provided for and to perform, as incidental to the above, assigned ward service.

### **QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.

2. Not less than two years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least two years of experience in work of Grade II character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

### **COMPENSATION —**

#### **CHIEF ATTENDANT**

The range of annual compensation of this position in this Grade for full time service is from \$516 to \$648, inclusive, with maintenance, for men, and from \$420 to \$564, inclusive, with maintenance, for women, with standard salary rates as follows: For men, \$516 upon entrance, \$540 at end of 6 months' service, \$564 at end of 12 months' service, \$588 at end of 18 months' service, \$600 at end of 24 months' service, \$624 at end of 30 months' service, \$648 at end of 36 months' service. For women, \$420 upon entrance, \$444 at end of 6 months' service, \$468 at end of 12 months' service, \$492 at end of 18 months' service, \$516 at end of 24 months' service, \$540 at end of 30 months' service, \$564 at end of 36 months' service.

#### **CHIEF ATTENDANT (TRANSFER AGENT)**

In institutions of not more than 4000 inmates the range of annual compensation of this position in this Grade for full time service is from \$576 to \$648, inclusive, with maintenance, for men, and from \$480 to \$552, inclusive, with maintenance, for women, with standard salary rates as follows: For men, \$576 upon entrance, \$600 at end of 6 months' service, \$624 at end

of 12 months' service, \$648 at end of 18 months' service. For women, \$480 upon entrance, \$504 at end of 6 months' service, \$528 at end of 12 months' service, \$552 at end of 18 months' service.

In institutions of more than 4000 inmates the range of annual compensation of this position in this Grade for full time service is from \$648 to \$720, inclusive, with maintenance, for men, and from \$528 to \$600, inclusive, with maintenance, for women, with standard salary rates as follows: For men, \$648 upon entrance, \$672 at end of 6 months' service, \$696 at end of 12 months' service, and \$720 at end of 18 months' service. For women, \$528 upon entrance, \$552 at end of 6 months' service, \$576 at end of 12 months' service, \$600 at end of 18 months' service.

#### CHIEF ATTENDANT (OCCUPATIONAL)

The range of annual compensation of this position in this Grade for full time service is from \$516 to \$600, inclusive, with maintenance, for men, and from \$420 to \$516, inclusive, with maintenance, for women, with standard salary rates as follows: For men \$516 upon entrance, \$540 at end of 6 months' service, \$564 at end of 12 months' service, \$588 at end of 18 months' service, \$600 at end of 24 months' service. For women \$420 upon entrance, \$444 at end of 6 months' service, \$468 at end of 12 months' service, \$492 at end of 18 months' service, \$516 at end of 24 months' service.

**GRADE IV (H 2 IV)***Institutional Service  
Attendant Group***TITLE OF POSITIONS —****ATTENDANT-FOREMAN****DUTIES —***Definition:*

The duties of incumbents of these positions are to plan, direct and be responsible for the work of patients or inmates and attendants in an institution in the building and repairing of roads, excavating for walks and sewers, hauling coal, and performing other related work involved in the maintenance of buildings, roads, and grounds and other institutional property, and in addition to be responsible for the custody, care and treatment of the patients or inmates under their supervision.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade III.
2. Not less than two years of experience in work involved in the care of buildings, roads and grounds.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$600 to \$744, inclusive, with maintenance, with standard salary rates as follows: \$600 upon entrance, \$624 at end of six months' service, \$648 at end of twelve months' service, \$672 at end of eighteen months' service, \$696 at end of twenty-four months' service, \$720 at end of thirty months' service, \$744 at end of thirty-six months' service.

**GRADE V (H 2 V)****TITLE OF POSITIONS —***Attendant Group  
Institutional Service***PRINCIPAL ATTENDANT****DUTIES —***Definition:*

The duties of incumbents of these positions are to direct and be responsible for the care and discipline of inmates in a State hospital for the criminal insane under the direction of the medical superintendent; to supervise attendants and other assigned employees in such institutions; to prepare time and other prescribed reports and to perform such other related work as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade III.
2. Not less than two years of service in Grade III, or if appointed otherwise than by promotion from Grade III, at least two years of experience in work of Grade III character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$900 to \$1200, inclusive, with maintenance, with standard salary rates as follows: \$900, \$960, \$1020, \$1080, \$1140, \$1200.

## **BAKER GROUP (H 3)**

### ***Definition:***

***Institutional Service  
Baker Group***

The term Baker Group is used to identify these authorized employments of the Institutional Service, the incumbents of which are required to direct, be responsible for and assist in the baking of bread, rolls and pastry; and to perform such other related work as may be required.

**GRADE I (H 3 I)***Institutional Service  
Baker Group***TITLE OF POSITIONS —****JUNIOR BAKER****DUTIES —***Definition:*

The duties of incumbents of these positions are to assist the baker in charge in a large institution in the preparing and baking of bread, rolls and pastry; or to take charge of this service in an institution of less than 800 inmates, and to perform such other related work as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than two years of experience in the baking of bread, rolls and pastry.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$480 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$480, \$540, \$600.

**GRADE II (H 3 II)***Institutional Service  
Baker Group***TITLE OF POSITIONS —****BAKER****DUTIES —***Definition:*

The duties of incumbents of these positions are to supervise and be responsible for and to assist, when necessary, in the preparation and baking of bread, rolls and pastry in an institution of more than 800 inmates, and to direct and perform such other related work as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least two years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

In institutions of more than 800 inmates and not more than 1500 the range of annual compensation of this Grade for full time service is from \$660 to \$780, inclusive, with maintenance, with standard salary rates as follows: \$660, \$720, \$780.

In institutions of more than 1500 inmates the range of annual compensation of this Grade for full time service is from \$780 to \$840, inclusive, with maintenance, with standard salary rates as follows: \$780—\$840.

**NOTE.**—In State prisons and State reformatories where Bakers in charge of the entire bakery service perform regular guard duty in addition to the above duties, the title "Guard" shall be affixed to the title Baker. In such instances the standard rates for guards shall obtain.





## **INSTITUTIONAL BLACKSMITH GROUP (H 4)**

*Institutional Service  
Blacksmith Group*

*Definition:*

The term Blacksmith Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to plan, supervise, be responsible for and perform work pertaining to the blacksmithing trade.

**GRADE I (H 4 I)***Institutional Service  
Blacksmith Group***TITLE OF POSITIONS —****INSTITUTIONAL BLACKSMITH****DUTIES —***Definition:*

The duties of incumbents of these positions are to plan, supervise, be responsible for and perform those details of work connected with the blacksmithing trade, and to assume responsibility for and to perform such other related work as may be required.

*Examples:*

Shoeing horses.

Repairing farm machinery.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than two years of experience in the blacksmithing trade.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

In institutions of not more than 1500 inmates the range of annual compensation of this Grade for full time service is from \$660 to \$780, inclusive, with maintenance, with standard salary rates as follows: \$660, \$720, \$780.

In institutions of more than 1500 inmates the range of annual compensation of this Grade for full time service is from \$780 to \$840, inclusive, with maintenance, with standard salary rates as follows: \$780—\$840.

**GRADE II (H 4 II)**

*Institutional Services  
Blacksmith Group*

**TITLE OF POSITIONS —**

**INSTITUTIONAL BLACKSMITH — FOREMAN**

**DUTIES —***Definition:*

The duties of incumbents of these positions are to take charge of the blacksmithing work in a cart and wagon industry, the products of which are made primarily for other than local use, involving planning and supervising, and the performance of such work; and to assume responsibility for and perform such other related work as may be required.

*Examples:*

Supervising a cart and wagon works at a State Prison.  
Making iron parts for carts and wagons, etc.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least two years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1440, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440.



## **BROOM, BRUSH AND MATTRESS MAKER GROUP (H 5)**

*Institutional Service*

*Broom, Brush and Mattress Maker Group*

*Definition:*

The term Broom, Brush and Mattress Maker Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to plan, supervise, be responsible for and assist in the making of brooms, brushes and mattresses, and to assume responsibility for such other related work as may be required.

**GRADE I (H 5 I)***Institutional Service**Broom, Brush and Mattress Maker Group***TITLE OF POSITIONS —****BROOM, BRUSH AND MATTRESS MAKER****DUTIES —***Definition:*

The duties of incumbents of these positions are to take charge of a broom, brush and mattress shop where articles are made for local institutional use; to plan, supervise, be responsible for and assist in making of these articles; and to assume responsibility for and to perform such other related work as may be required.

*Examples:*

Supervising a small broom, brush or mattress shop.

Sorting, sizing, bleaching and dyeing corn.

Winding, sewing, clipping, labeling and binding brooms.

Weaving baskets, making brushes and mattresses.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than two years of experience in the making of brooms, brushes, mattresses or similar articles.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$720 to \$780, inclusive, with maintenance, with standard salary rates as follows: \$720, \$780.

**GRADE II (H 5 II)***Institutional Service**Broom, Brush and Mattress Maker Group***TITLE OF POSITIONS —**

BROOM, BRUSH AND MATTRESS MAKER —  
FOREMAN

**DUTIES —***Definition:*

The duties of incumbents of these positions are to take charge of a broom, brush and mattress shop the products of which are made primarily for other than local use; to plan, supervise, be responsible for and perform work involved in the making of these articles, and to assume responsibility for and to perform such other related work as may be required.

*Examples:*

Supervising a large broom, brush or mattress shop.  
Performing detail work when necessary.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least two years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1020 to \$1200, inclusive, with standard salary rates as follows: \$1020, \$1080, \$1140, \$1200.





## **COACHMAN AND CHAUFFEUR GROUP (H 6)**

*Institutional Service*

*Coachman and Chauffeur Group*

***Definition:***

The term Coachman and Chauffeur Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to perform such work not covered in any other group of this service as may be involved in the driving and care of carriage and wagon horses not ordinarily used in farm labor, and to care for stables, motorless vehicles and equipment used in such work, or to operate and care for motor vehicles and equipment, to keep prescribed records of such services and to perform such other related work as may be required.

**GRADE I (H 6 I)**

*Institutional Service*  
*Coachman and Chauffeur Group*

**TITLES OF POSITIONS —**

COACHMAN  
 TRUCKMAN

**DUTIES —****COACHMAN***Definition:*

The duties of incumbents of these positions are to drive, groom, feed and care for carriage horses; to care for harness and carriages used in light driving; to keep carriage barns in sanitary condition; to assist in farm work when necessary and to perform such other related work as may be required.

*Examples:*

Acting as coachman for officials of institution.  
 Washing and oiling harness.  
 Operating horse lawn mower.  
 Assisting in gathering crops at harvest time.

**TRUCKMAN***Definition:*

The duties of incumbents of these positions are to haul institutional supplies and equipment and to keep prescribed records of such service; to drive, groom, feed and care for wagon horses not ordinarily used in farm labor; to care for harness and wagons used in truck driving; to clean barns; to assist on farm when necessary, and to perform other related work as may be required.

*Examples:*

Hauling supplies and equipment from freight offices or from one part of an institution to another and keeping prescribed records.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$480 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$480, \$540, \$600.

**GRADE II (H 6 II)***Institutional Service**Coachman and Chauffeur Group***TITLES OF POSITIONS —****STABLE OVERSEER****INSTITUTIONAL CHAUFFEUR****DUTIES —****STABLE OVERSEER***Definition:*

The duties of incumbents of these positions are to take charge of the stables in an institution in which at least five horses are necessary for general driving and hauling other than those used in farm work; to plan, supervise, be responsible for and assist in the driving, grooming, feeding and caring for carriage and wagon horses, and cleaning and care of harness, carriages, wagons, equipment, stables and barns; and to assume responsibility for and assist in such other related work as may be required.

**INSTITUTIONAL CHAUFFEUR***Definition:*

The duties of incumbents of these positions are to operate, repair, overhaul, clean and oil automobiles and auto trucks; to load, unload, check and record supplies and materials transported; to keep daily records of odometer readings, gasoline and oil consumed, and of expenses incurred in maintenance and operation of automobiles, and to assume responsibility for and assist in such other related work as may be required.

**QUALIFICATIONS —****STABLE OVERSEER***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade

I, at least two years of experience in work of Grade I character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

#### INSTITUTIONAL CHAUFFEUR

*Persons holding these positions shall have:*

1. A license to operate motor vehicles granted by proper State authority.

2. Not less than one year of experience in operating and maintaining motor vehicles.

3. Such additional qualifications as may be required by the State Civil Service Commission.

#### COMPENSATION —

The range of annual compensation of this Grade for full time service is from \$660 to \$720, inclusive, with maintenance, with standard salary rates as follows: \$660, \$720.



## **INSTITUTIONAL COOK GROUP (H 7)**

*Institutional Service  
Cook Group*

*Definition:*

The term Cook Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to prepare and cook food for inmates, patients and employes in accordance with approved dietaries; to issue requisitions for food stuffs and kitchen supplies and to perform such other related duties as may be required in the management and operation of an entire kitchen service or unit thereof.

**GRADE I (H 7 I)***Institutional Service  
Cook Group***TITLE OF POSITIONS —****ASSISTANT INSTITUTIONAL COOK****DUTIES —***Definition:*

The duties of incumbents of these positions are to assist in any kitchen, irrespective of the number of persons served, in the preparing and cooking of food, the issuing, under supervision, of requisitions for food stuffs and kitchen supplies and the counting, weighing and measuring same; and to assume responsibility for the cleanliness and economical operation of the kitchen or section thereof assigned.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$300 to \$360, inclusive, with maintenance, with standard salary rates as follows: \$300, \$324, \$348, \$360.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance or other salary rates of positions classified within this Grade shall be determined by the Institutional Superintendents, on the basis of local conditions, subject to the rules and regulations of the Department Agencies.



**GRADE II (H 7 II)***Institutional Service  
Cook Group***TITLE OF POSITIONS —****DUTIES — INSTITUTIONAL COOK***Definition:*

The duties of incumbents of these positions are to take charge of a general kitchen serving less than one hundred persons; *or* to assist in any kitchen serving more than one hundred persons; *or* to act as cook in the kitchen of the superintendent or other institutional officials, involving the preparation and cooking of food and the directing and overseeing of the same, the issuing of requisitions for food stuffs and kitchen supplies and the counting, measuring and weighing of same; responsibility for the cleanliness and care of kitchens and kitchen equipment, and the performance of such other related work as may be required.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than one year of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least one year of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$360 to \$420, inclusive, with maintenance, with standard salary rates as follows: \$360, \$384, \$408, \$420.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance or other salary rates of positions classified within this Grade shall be determined by the Institutional Superintendents, on the basis of local conditions, subject to the rules and regulations of the Departmental Agencies.

**GRADE III (H 7 III)***Institutional Service  
Cook Group***TITLE OF POSITIONS —****INSTITUTIONAL HEAD COOK****DUTIES —***Definition:*

The duties of incumbents of these positions are (1) to take charge of the entire kitchen service of an institution where not otherwise provided for, or (2) to take charge of any kitchen or section of a kitchen serving more than 100 persons, or (3) to take charge of a staff house kitchen serving not less than 50 persons; involving overseeing, planning, directing and assisting in the preparation and cooking of food; to issue requisitions for food stuffs and kitchen supplies and to count, measure and weigh same; to direct the cleaning of kitchen and kitchen equipment; to prepare regular and special dietaries under the supervision of the steward and physicians; to prepare daily time reports of subordinates and daily and other reports showing inventories of supplies and waste and to perform such other related work as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than one year of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least one year of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$480 to \$780, inclusive, with maintenance, with standard salary rates as follows: \$480, \$540, \$600, \$660, \$720, \$780.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance or other salary rates of positions classified within this Grade shall be determined by the Institutional Superintendents, on the basis of local conditions, subject to the rules and regulations of the Departmental Agencies.

**SPECIAL REGULATION GOVERNING THE LAST TWO SALARY RATES —**

The last two salary rates, \$720 and \$780, shall be assigned only to those positions the incumbents of which are in charge of the entire kitchen service of an institution. In such instances the words "in charge" shall be affixed to the title "Head Cook."

**NOTE.**—In State prisons and State reformatories where Head Cooks in charge of the entire kitchen service perform regular guard duty in addition to the above duties, the title "guard" shall be affixed to the title of Head Cook. In such instances the standard rates for guards shall obtain.

**GRADE IV (H 7 IV)***Institutional Service  
Cook Group***TITLE OF POSITIONS—****CHEF****DUTIES—***Definition:*

The duties of incumbents of these positions are to take charge of and assume complete responsibility for the entire kitchen service of State hospitals for the insane and of those institutions for the treatment of tuberculosis and epilepsy, involving the preparation of regular and special diets after consultation with the steward and physicians; the supervision of all employes and patients assigned to the kitchen service; the preparation and serving of food and the taking of inventories of supplies; maintaining time records of all kitchen employes; overseeing the necessary repairs and renewals of all kitchen equipment; supervising and being responsible for all requisitions for food stuffs and kitchen supplies; the making of routine and special inspections in the kitchen service; and to perform such other related duties as may be required.

**QUALIFICATIONS—**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade III.
2. Not less than two years of service in Grade III, or if appointed otherwise than by promotion from Grade III, at least two years of experience in work of Grade III character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION—**

The range of annual compensation of this Grade for full time service is from \$900 to \$1140, inclusive, with maintenance, with standard salary rates as follows: \$900, \$960, \$1020, \$1080, \$1140.

**SPECIAL REGULATION GOVERNING THE MAXIMUM  
RATE—**

The maximum salary rate, \$1140, will be granted only to chefs in institutions of more than 3000 inmates.



## **INSTITUTIONAL ELECTRICAL OPERATOR AND STEAM ENGINEMAN GROUP (H 8)**

*Institutional Service*

*Electrical Operator and Steam Engine-  
man Group*

### ***Definition:***

The term Electrical Operator and Steam Engineman Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to operate, install, adjust and repair all machinery used in the production of power, heat and light in institutions; to stoke and fire boilers, regulate coal feed, adjust water feed and clean boilers and to perform such other related work as may be required.

**GRADE I (H 8 I)***Institutional Service**Electrical Operator and Steam Engine-  
man Group***TITLES OF POSITIONS —****INSTITUTIONAL FIREMAN  
ENGINEER'S HELPER****DUTIES —****INSTITUTIONAL FIREMAN***Definition:*

The duties of incumbents of these positions are to care for and fire stationary steam heating, hot water and high pressure boilers, to operate and care for auxiliary machinery and apparatus; to instruct and supervise inmates or patients assigned to assist in this work; to assist occasionally in operating steam engines or generators; to keep record of fuel consumption; to make ordinary repairs to piping, valves, boilers and other boiler room equipment and to perform such other related work as may be required.

*Examples:*

Attending stokers.  
Operating stoker engine.  
Operating feed pump.  
Brushing flues.  
Cleaning fires.  
Wheeling and shoveling coal.  
Carting ashes.  
Firing boilers.

**ENGINEER'S HELPER***Definition:*

The duties of incumbents of these positions are to operate, under supervision, a sewage disposal plant, a cold storage plant, or filtration plant; to oil power-house machinery; to assist in making repairs to boilers, engines and pumps; to perform the duties of fireman when assigned, and to act as helper in the details of work connected with the operation of a power plant.



**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The annual compensation of this Grade for full time service of not less than 8 hours a day is \$540, with maintenance.

**NOTE.**—An additional compensation of \$240 per annum will be granted for full time service of not less than 12 hours per day.

**GRADE II (H 8 II)***Institutional Service**Electrical Operator and Steam Engineman Group***TITLE OF POSITIONS —****ASSISTANT INSTITUTIONAL ELECTRICAL OPERATOR AND STEAM ENGINEMAN****DUTIES —***Definition:*

The duties of incumbents of these positions are to operate or assist in the operation, adjustment and repair of stationary engines, steam boilers, steam pumps, generators, motors, switchboards and other equipment and apparatus used in the production of power, heat and light in institutions; to supervise the work of employees in Grade I and inmates assigned; to keep prescribed records; to take charge of the power plant on assignment, and to perform such other related work as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than three years of service in Grade I, where opportunity has been afforded to become familiar with the operation and maintenance of steam engines, generators and other power plant equipment, or if appointed otherwise than by promotion from Grade I, not less than two years of experience in operating steam engines and electrical machinery, such as generators and other power plant equipment.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$660 to \$840, inclusive, with maintenance, with standard salary rates as follows: \$660, \$720, \$780, \$840.

**GRADE III (H 8 III)***Institutional Service**Electrical Operator and Steam Engineman Group***TITLE OF POSITIONS —****INSTITUTIONAL ELECTRICAL OPERATOR AND  
STEAM ENGINEMAN****DUTIES —***Definition:*

The duties of incumbents of these positions are to direct and assist in the installation, operation, adjustment and repair of stationary engines, steam boilers, steam pumps, generators, motors, switchboards and other equipment and apparatus used in the production of power, heat and light in institutions; to supervise the work of employees in Grades I and II and inmates assigned; to take charge of the power plant in an institution of less than 800 inmates, or to take charge of the power plant of any institution on assignment; to supervise the general repair work in altering or extending the engineering unit; to prepare and assist the chief engineer in the preparation of reports, records and estimates for supplies, equipment, new construction and extraordinary repairs; to make such inspection of equipment, machinery and new construction as is required, and to perform such other related work as may be assigned.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.

2. Not less than two years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least two years of experience in work of Grade II character and standard.

3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

In institutions of more than 100 inmates and not more than 300 inmates, where the incumbent of a position within this Grade has charge of the engineering plant, the range of annual compensation of this Grade for full time service is from \$900 to \$1020, inclusive, with maintenance, with standard salary rates as follows: \$900, \$960, \$1020.

In institutions of more than 300 inmates and not more than 400 inmates, where the incumbent of a position within this Grade has charge of the engineering plant, the range of annual compensation of this Grade for full time service is from \$1020 to \$1140, inclusive, with standard salary rates as follows: \$1020, \$1080, \$1140.

In institutions of more than 400 inmates and not more than 800 inmates, where the incumbent of a position within this Grade has charge of the engineering plant, the range of annual compensation of this Grade for full time service is from \$1140 to \$1200, inclusive, with standard salary rates as follows: \$1140, \$1200.

In institutions of more than 800 inmates, where the incumbents of positions within this Grade act as assistants to the Institutional Chief Operating Engineer, the range of annual compensation for full time service is from \$960 to \$1020, inclusive, with maintenance, with standard salary rates as follows: \$960, \$1020.

In institutions of more than 3000 inmates where it is deemed advisable to designate an employe of this Grade to take charge of all the electrical work, including the operation and maintenance of the electric power plant, the electrical construction, installation and repair work, the range of annual compensation for full time service is from \$1140 to \$1260, inclusive, with maintenance, with standard salary rates as follows: \$1140, \$1200, \$1260.

**GRADE IV (H 8 IV)**

*Institutional Service*  
*Electrical Operator and Steam Engine-*  
*man Group*

**TITLE OF POSITIONS —****INSTITUTIONAL CHIEF OPERATING ENGINEER****DUTIES —***Definition:*

The duties of incumbents of these positions are to direct and be responsible for the operation and maintenance of the heating, lighting, water and sewage systems, the power and refrigeration plants in institutions of more than 800 inmates; to supervise all plumbing, steam fitting and general repair work and to assume responsibility for such other related work as may be required; and in addition to be responsible for fire apparatus and equipment, and to direct fire drills and procedure in case of fire.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade III.
2. Not less than three years of service in Grade III, or if appointed otherwise than by promotion from Grade III, at least three years of experience in work of Grade III character and standard; *or*
3. Such training as is evidenced by a degree, diploma or certificate granted upon completion of a standard course in mechanical engineering from an engineering college of recognized standing, and in addition not less than one year of experience in the operation and maintenance of a power plant.
4. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

In institutions of more than 800 inmates and not more than 1500 inmates, the range of annual compensa-

tion of this Grade for full time service is from \$1320 to \$1440, inclusive, with maintenance, with standard salary rates as follows: \$1320-\$1440.

In institutions of more than 1500 inmates the annual compensation of this Grade for full time service is \$1560, with maintenance.

A rate of \$1680 shall be added to the above rate in institutions of more than 2000 inmates where the Institutional Chief Operating Engineer is designated to direct and assume responsibility for the work performed or supervised by the Institutional Artisan Foreman.

## **INSTITUTIONAL ELECTRICAL WORKER GROUP (H 9)**

*Institutional Services*

*Definition:*

*Institutional Electrical Worker Group*

The term Institutional Electrical Worker Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to install and repair electrical appliance and equipment where otherwise not provided for, and to perform other related work.

**GRADE I (H 9 I)***Institutional Service**Institutional Electrical Worker Group***TITLE OF POSITIONS —****ASSISTANT INSTITUTIONAL ELECTRICIAN****DUTIES —***Definition:*

The duties of incumbents of these positions are to assist in installing, repairing and renewing conduit and other wiring, telephone equipment, fire and electric sprinkler alarm systems, annunciator and call bell circuits and electrical appliances, incandescent and arc lights, and to assist in all electrical construction and other related work where otherwise not provided for.

*Examples:*

Repairing under supervision, fans, electric stoves, sterilizers, and other electrical apparatus.

Assisting in installing transformers.

Assisting in installing panel boards.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The annual compensation of this Grade for full time service is \$600, with maintenance.



**GRADE II (H 9 II)***Institutional Service**Institutional Electrical Worker Group***TITLE OF POSITIONS —****INSTITUTIONAL ELECTRICIAN****DUTIES —***Definition:*

The duties of incumbents of these positions, which may involve supervision of employes of Grade I, are to take charge of electrical work in an institution where such is not otherwise provided for, relating to the installing and repairing of conduit and other wiring, telephone equipment, alarm systems, annunciator and call bell circuits, incandescent and arc lights, and other electric appliances, and to perform other related work.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than three years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$780 to \$840, inclusive, with maintenance, with standard salary rates as follows: \$780, \$840.



## **INSTITUTIONAL FARMER AND GARDENER GROUP (H 10)**

### ***Institutional Service***

#### ***Definition:***

### ***Farmer and Gardener Group***

The term Farmer and Gardener Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to plan, supervise, be responsible for and assist in farm and garden work involving the cultivation of crops, vegetables, fruits and flowers; the operation of dairies and the feeding, raising and handling of live stock, caring for farm buildings and equipment; the supervision of work on grounds, roads and walks not otherwise provided for, and the instruction of inmates in agricultural pursuits.

**GRADE I (H 10 I)**

*Institutional Service*  
*Farmer and Gardener Group*

**TITLES OF POSITIONS —**

INSTITUTIONAL FARMER  
 GARDENER  
 FEMALE GARDENER  
 DAIRYMAN  
 FLORIST  
 POULTRYMAN

**DUTIES —****FARMER***Definition:*

The duties of incumbents of these positions are to take charge of a farm containing less than 150 acres of land or to assist in the more important work of a farm where more than 150 acres are under cultivation, and to plan, supervise, be responsible for and assist in farm work involving dairying, truck gardening, caring for and handling live stock, general hauling, caring for grounds, roads, walks, fences, arbors and trees where such work is not otherwise provided for, and to perform such other related work in the management, operation and maintenance of a farm as may be required.

**GARDENER***Definition:*

The duties of incumbents of these positions are to take charge of a garden, and to plan, supervise, be responsible for and assist in general garden work involving the study of crop cultivation and crop rotation, truck farming, planting, cultivating and harvesting vegetables, delivering same on requisition, caring for propagating houses and root cellars, preparing time and other records and inventories as required, caring for and directing the care of grounds where such work is not otherwise provided for, to care for flowerbeds, to harvest and store ice, and to perform such other related work as may be required.

## FEMALE GARDENER

### *Definition:*

The duties of incumbents of these positions are to instruct and be responsible for the care and discipline of a group or class of girls in gardening and other related activities involving the planning of work, planting, cultivating and harvesting of vegetables and delivering same upon requisition; the raising of chickens and the care of grounds, roads and walks where such work is not otherwise provided for; and to perform such other related work as may be required.

## DAIRYMAN

### *Definition:*

The duties of incumbents of these positions are to take charge of a herd of cattle, and to plan, supervise, be responsible for and assist in the operation of a dairy involving the balancing of rations, feeding and milking, keeping milk and beef records, cleaning cattle, barns and milk utensils, testing milk, cream and cheese, preparing estimates and inventories, and to perform such other related work as may be required.

## FLORIST

### *Definition:*

The duties of incumbents of these positions are to plan, supervise, be responsible for and assist in the maintenance of greenhouses and grounds involving the growing of hothouse plants and flowers, laying out of flowerbeds, spraying and pruning trees and shrubbery, the laying of cement walks, grading of roads, mowing of lawns, where such work is not otherwise provided for, and to perform such other related work as may be required.

## POULTRYMAN

### *Definition:*

The duties of incumbents of these positions are to take charge of a poultry yard in a State institution where there is a poultry plant of at least five hundred

fowls; to attend incubators; to keep chicken houses and yards clean and in sanitary condition; to kill chickens and deliver same to stores and butcher shops and to perform other related work as required.

#### **QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than two years of experience in the work covered in the position to be filled.
2. Such additional qualifications as may be required by the State Civil Service Commission.

#### **COMPENSATION —**

##### **FLORIST**

The range of annual compensation of this position in this Grade for full time service is from \$660 to \$780, inclusive, with maintenance, with standard salary rates as follows: \$660, \$720, \$780.

#### **SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance or other salary rates of positions classified within this Grade shall be determined by the Institutional Superintendents, on the basis of local conditions, subject to the rules and regulations of the Departmental Agencies.

##### **DAIRYMAN**

In institutions where incumbents of this position in this Grade have charge of less than one hundred cattle, the range of annual compensation of this Grade for full time service is from \$600 to \$660, inclusive, with maintenance, with standard salary rates as follows: \$600, \$660.

In institutions where incumbents of this position in this Grade have charge of more than one hundred cattle, the range of annual compensation of this Grade for full time service is from \$720 to \$780, inclusive, with maintenance, with standard salary rates as follows: \$720, \$780.

## FEMALE GARDENER

The range of annual compensation of this position in this Grade for full time service is from \$480 to \$540, inclusive, with maintenance, with standard salary rates as follows: \$480, \$540.

## GARDENER

In institutions where incumbents of this position in this Grade have charge of gardens and fruit orchards of less than twenty acres, the range of annual compensation of this Grade for full time service is from \$540 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$540, \$600.

In institutions where incumbents of this position in this Grade have charge of gardens and fruit orchards of more than twenty acres and not more than forty acres, the range of annual compensation of this Grade for full time service is from \$600 to \$720, inclusive, with maintenance, with standard salary rates as follows: \$600, \$660, \$720.

In institutions where incumbents of this position in this Grade have charge of gardens and fruit orchards of more than forty acres, the range of annual compensation of this Grade for full time service is from \$720 to \$780, inclusive, with maintenance, with standard salary rates as follows: \$720, \$780.

## FARMER

In institutions where incumbents of this position in this Grade have charge of farms of not more than fifty acres, the range of annual compensation of this Grade for full time service is from \$540 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$540, \$600.

In institutions where incumbents of this position in this Grade have charge of farms of more than fifty

**NOTE.**—In State prisons and State reformatories where farmers and gardeners perform regular guard duty in addition to the above-mentioned duties, the title "Guard" shall be affixed to the regular title. In such instances the standard rates for guards shall obtain.

acres and not more than one hundred and fifty acres, the range of annual compensation of this Grade for full time service is from \$600 to \$720, inclusive, with maintenance, with standard salary rates as follows: \$600, \$660, \$720.

In institutions where incumbents of this position in this Grade assist in the general farm work, or to take charge of a piggery of more than one hundred head of swine, the range of annual compensation for this Grade for full time service is from \$540 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$540, \$600.

#### POULTRYMAN

The range of annual compensation of this position in this Grade for full time service is from \$480 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$480, \$540, \$600.



**GRADE II (H 10 II)**

*Institutional Service*  
*Farmer and Gardener Group*

**TITLE OF POSITIONS —****DUTIES — HEAD FARMER***Definition:*

The duties of incumbents of these positions are to take charge of a farm of more than 150 acres devoted to general farming, or a farm of more than 50 acres devoted to intensive farming, and to plan, supervise, be responsible for and assist in farm work, dairying, gardening, caring for and handling live stock; caring for grounds, walks, roads, farm buildings and equipment where such work is not otherwise provided for; keeping time records and other records of farm work, preparing estimates, and to perform such other related work in the management, maintenance and operation of a farm as may be required.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least two years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$780 to \$1020, inclusive, with maintenance, with standard salary rates as follows: \$780, \$840, \$900, \$960, \$1020.

**NOTE.**—In State prisons and State reformatories where incumbents of these positions perform regular guard duty in addition to the above-mentioned duties, the title "Guard" shall be prefixed to the regular title. In such instances the standard rates for guards shall obtain.

In institutions where there is an available acreage for cultivation of more than five hundred acres, \$180

shall be added to the above salary rates, provided that the Head Farmer has supervision over all the farming operations.

In institutions where there are more than one thousand acres under cultivation, the range of annual compensation of this Grade for full time service is from \$1440 to \$1680, inclusive, with maintenance, with standard salary rates as follows: \$1440, \$1560, \$1680.

## **INSTITUTIONAL FIRE WARDEN GROUP (H 11)**

*Definition:*

*Institutional Service*

*Institutional Fire Warden Group*

The term Institutional Fire Warden Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to take charge, under the direction of the chief operating engineer, of the care and operation of institutional fire apparatus and equipment, to assume responsibility for the organization and direction of a fire company, to take charge of the procedure in case of fire, and to perform such other fire prevention work as may be required.

**GRADE I (H 11 I)***Institutional Service**Institutional Fire Warden Group***TITLE OF POSITIONS —****INSTITUTIONAL FIRE WARDEN****DUTIES —***Definition:*

The duties of incumbents of these positions are to take charge, under the direction of the chief engineer, of the fire patrol work in an institution where there is need of a regularly organized fire company, to supervise and assist in the cleaning of all fire apparatus and appliances and to keep same in readiness; to direct the procedure in case of fire in the absence of the chief engineer, to make the necessary repairs to plumbing and steamfitting equipment at night, and to perform such other related work as may be assigned by the chief engineer.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than three years of experience as an apprentice in the plumbers' or steamfitters' trade.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$600 to \$660, inclusive, with maintenance, with standard salary rates as follows: \$540, \$600.

## **FOUNDRY WORKER GROUP (H 12)**

### ***Definition:***

***Foundry Worker Group  
Institutional Service***

The term Foundry Worker Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to plan, supervise, be responsible for and assist in the operation and management of a foundry, and to assume responsibility for and perform such other related work as may be required.

**GRADE I (H 12 I)***Foundry Worker Group  
Institutional Service***TITLE OF POSITIONS —****FOUNDRY WORKER (FOREMAN)****DUTIES —***Definition:*

The duties of incumbents of these positions are to plan, supervise, be responsible for and assist in the operation of a foundry, to instruct inmates; to keep records and assist in the preparation of estimates, and to assume responsibility for and perform such other related work as may be required.

*Examples:*

Preparing sand moulds, flasks for simple and intricate castings.

Charging furnaces.

Making patterns.

Coremaking, tumbling, grinding and drilling castings.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than two years of experience as a journeyman moulder.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1440, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440.

## **FURNITURE MAKER GROUP (H 13)**

*Institutional Service*

*Definition:*

*Furniture Maker Group*

The term Furniture Maker Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to plan, supervise, be responsible for and assist in the manufacture of furniture, and to perform other related work as may be required.

**GRADE I (H 13 I)**

*Institutional Service  
Furniture Maker Group*

**TITLE OF POSITIONS —**

**FURNITURE MAKER (FOREMAN)**

**DUTIES —**

*Definition:*

The duties of incumbents of these positions are to take charge of a division or unit of the furniture making industry, the products of which are made primarily for other than local use, to plan, supervise, be responsible for and assist in work involved in the making of desks, tables, chairs, bureaus, wardrobes and school furniture; to inspect, sort, plane, join, saw, carve and shape lumber for use in the manufacture of furniture, and to assume responsibility for such other related work as may be required.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than two years of experience as a furniture or cabinet maker.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1440, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440.



**GRADE II (H 13 II)**

*Institutional Service  
Furniture Maker Group*

**TITLE OF POSITION —**

**FURNITURE MAKER (HEAD FOREMAN)**

**DUTIES —**

*Definition:*

The duties of incumbents of this position, which involves supervision of employees in Grade I, are to take charge of the furniture making industry, the products of which are made primarily for other than local use, to plan, supervise, be responsible for and assist in the making of desks, tables, chairs, bureaus, wardrobes and school furniture, to inspect, sort, plane, joint, saw, carve and shape lumber used in making furniture; to prepare estimates for material, to keep records of output and to assume responsibility for such other related work as may be required.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least two years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1680 to \$1980, inclusive, with standard salary rates as follows: \$1680, \$1800, \$1980.



## **GUARD GROUP (H 14)**

*Institutional Service  
Guard Group*

***Definition:***

The term Guard Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to guard, care for, protect and assist inmates in State prisons or correctional institutions, and to perform such other related duties as may be required.

**GRADE I (H 14 I)***Institutional Service  
Guard Group***TITLE OF POSITIONS —****JUNIOR GUARD****DUTIES —***Definition:*

The duties of incumbents of these positions, which are performed under supervision, are to preserve order and discipline among, prevent the escape of, to direct the unskilled labor work of and assist inmates in correctional institutions charged with the custody of juvenile delinquents, and to perform, under supervision, incidental laboring work in connection with the maintenance of the institution.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$540 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$540, \$600.

**GRADE II (H 14 II)***Institutional Service  
Guard Group***TITLE OF POSITIONS —****GUARD****DUTIES —***Definition:*

The duties of incumbents of these positions, which are performed under supervision, are to preserve order and discipline among, and prevent the escape of, and assist inmates in State prisons and State reformatories, to direct the work of inmates where not otherwise provided for, to direct or perform incidental clerical or other work relating to the welfare and discipline of inmates.

*Examples:*

Having disciplinary supervision of a prison company.

Having charge of inmates working in prison offices and shops.

Patrolling yards and shops to maintain general order.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$780 to \$1200, inclusive, with standard salary rates as follows: \$780, \$840, \$900, \$960, \$1020, \$1080, \$1200.

**GRADE III (H 14 III)***Institutional Service  
Guard Group***TITLE OF POSITIONS —****ASSISTANT PRINCIPAL KEEPER****DUTIES —***Definition:*

The duties of incumbents of these positions, which are performed under the direction of the principal keeper, are to assist the Principal Keeper in the discipline, care, custody and protection of inmates in a State prison, to exercise general supervision of employes in Grade II and to execute any general or special orders of the principal keeper or agent and warden.

*Examples:*

Assigning guards to their posts.  
Supervising the counting of the prisoners.  
Supervising the disciplinary work at night.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than three years of service in Grade II, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I standard and character.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1320 to \$1560, inclusive, with standard salary rates as follows: \$1320, \$1440, \$1560.

**GRADE IV (H 14 IV)***Institutional Service  
Guard Group***TITLE OF POSITIONS —****PRINCIPAL KEEPER****DUTIES —***Definition:*

The duties of incumbents of these positions, which require a high degree of executive ability, are to direct and be responsible for the discipline, care, custody and protection of inmates in a State prison under the direction of the agent and warden; to supervise employes in Grades II and III; to assume the duties of the agent and warden in the latter's absence; and to assist him when required in the general administration of the institution.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade III.
2. Not less than three years of service in Grade III, or if appointed otherwise than by promotion from Grade III, at least three years of experience in work of Grade III character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1800 to \$2160, inclusive, with standard salary rates as follows: \$1800, \$1980, \$2160.





## **HOUSEKEEPER AND MATRON GROUP (H 15)**

*Institutional Service*

*Housekeeper and Matron Group*

***Definition:***

The term Housekeeper and Matron Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to perform, under supervision, the simplest routine duties connected with the kitchen, house-keeping, seamstress and laundry units of a State institution, to direct and perform household work involving the supervision and care of inmates' or patients' clothing, bed and table linen, the supervision of requisitioning, storing and preparing food, and the planning of diets where such work is not otherwise provided for, and to supervise the care and treatment of inmates where there is not an organized nursing service, or to take charge of a hospital dormitory for male employees.

**GRADE I (H 15 I)**

*Institutional Service*  
*Housekeeper and Matron Group*

**TITLE OF POSITIONS —****HOUSEKEEPING ASSISTANT****DUTIES —***Definition:*

The duties of incumbents of these positions are to perform, under supervision, the simplest routine functions connected with the kitchen, housekeeping, seamstress and laundry units of a State hospital, charitable or correctional institution and not involving, except in emergencies, ward or clerical services of temporary character.

*Examples:*

Preparing vegetables, fruits and other foods for cooking, dishing food, and cutting bread.

Scrubbing floors, washing and polishing kitchen utensils, cleaning ranges, sinks, etc.

Performing simple household duties required of a chambermaid and waitress.

Doing plain sewing, repairing and mending by machine and by hand.

Doing routine laundry work such as washing and ironing by hand, operating mangles, body ironer, etc.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$228 to \$300, inclusive, with maintenance, with standard salary rates as follows: \$228, \$252, \$276, \$300.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by the Institutional Superintendent, on the basis of local conditions, subject to the rules and regulations of the Departmental Agencies.

**GRADE II (H 15 II)***Institutional Service**Housekeeper and Matron Group***TITLES OF POSITIONS —****HOUSEKEEPER****ASSISTANT MATRON****DUTIES —***Definition:*

The duties of incumbents of these positions are to direct and perform household work, such as the cleaning of living, eating and sleeping quarters, the laundering of wearing apparel, bed and table linen, the preparing and serving of food, and in addition to supervise the care, custody and training of assigned inmates or patients.

*Examples:*

Directing the housekeeping work in the nurses home of a state hospital.

Acting as assistant matron of a cottage in a correctional institution for women.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$360 to \$480, inclusive, with maintenance, with standard salary rates as follows: \$360, \$420, \$480.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by the Institutional superintendents, on the basis of local conditions, subject to the rules and regulations of the Departmental Agencies.

**NOTE.**—Incumbents of these positions assigned to cottages or other quarters accommodating inmates afflicted with contagious and loathsome disease, shall receive an additional compensation of \$60.00.

**GRADE III (H 15 III)**

*Institutional Service*  
*Housekeeper and Matron Group*

**TITLES OF POSITIONS —****MATRON****DORMITORY CARETAKER****DUTIES —****MATRON***Definition:*

The duties of incumbents of these positions are to perform or to direct and assume responsibility for household work, involving the care of a cottage, colony or dormitory, preparing and serving food, laundering and caring for wearing apparel, where such work is not otherwise provided for; issuing requisitions for clothing, supplies and food; condemning articles unfit for use or consumption; and performing such other related work as may be required in the care, custody and training of assigned inmates or patients.

*Example:*

Acting as matron in charge of a cottage at a girls reformatory.

**DORMITORY CARETAKER***Definition:*

The duties of incumbents of these positions are to take charge of a hospital dormitory for male employees involving responsibility for the maintenance and care of the building and property, responsibility for the morale and discipline of such employees and to perform such other related work as may be required.

**QUALIFICATIONS —****MATRON**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.

2. Not less than two years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least two years of experience in work of Grade II character and standard.

**DORMITORY CARETAKER**

*Persons holding these positions shall have:*

1. Not less than one year of service as Charge Attendant, or if appointed otherwise than by promotion from Grade II of the Attendant Group, at least one year of experience in work affording opportunity to become familiar with the caretaking of a dormitory or similar household unit.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —****MATRON**

The range of annual compensation of this position in this Grade for full time service is from \$480 to \$540, inclusive, with maintenance, with standard salary rates as follows: \$480, \$540.

**DORMITORY CARETAKER**

Where an incumbent of this position has charge of a dormitory accommodating more than 100 male employees the range of annual compensation of this position in this Grade for full time service is from \$480 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$480, \$540, \$600.

Where an incumbent of this position has charge of a dormitory accommodating not more than 100 male employees the range of annual compensation of this position in this Grade for full time service is from \$420 to \$540, inclusive, with maintenance, with standard salary rates as follows: \$420, \$480, \$540.

**NOTE.**—Incumbents of these positions assigned to cottages or other quarters accommodating inmates afflicted with contagious and loathsome disease, shall receive an additional annual compensation of \$60.00.

**GRADE IV (H 15 IV)****TITLES OF POSITIONS —****MATRON-DIETITIAN****MATRON-SUPERVISOR OF INDUSTRIES****DUTIES —****MATRON-DIETICIAN***Definition:*

The duties of incumbents of these positions are to supervise and assume complete responsibility for the care and cleanliness of living, sleeping and eating quarters of an institution, to requisition and distribute household supplies, and to plan and assist in the preparation of general and special diets, to instruct and supervise employees in the care and preparation of food, to inspect food supplies, storerooms, kitchens, cold storage rooms and dining-rooms, where such work is not otherwise provided for and perform other work as may be required.

*Example:*

Acting as Matron-Dietitian in the State Institution for Feeble-Minded Children at Syracuse.

**MATRON-SUPERVISOR OF INDUSTRIES***Definition:*

The duties of incumbents of these positions, which require executive ability and a general knowledge of the making of women's clothing and housekeeping articles, are to plan, supervise, be responsible for and assist in the making of clothing, bedding, bed linen, knitting, crocheting, raffia work, embroidery, Mexican drawn work, tatting, and similar work in an institution of more than four thousand inmates; to examine, inspect and condemn the clothing of patients, beds, bedding, ward furnishings; to inspect the food service on assignment; to have custody and care of the materials supplied and apparatus used and to perform such other related work as may be required.

**QUALIFICATIONS —****MATRON-DIETITIAN**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade III.
2. Not less than one year of service in Grade III, or if appointed otherwise than by promotion from Grade III, at least two years of experience in work of Grade III character and standard.
3. A diploma or certificate representing evidence of having completed two years of a standard course of instruction in domestic science in a school of recognized standing.
4. Not less than six months of experience in the practice of dietetics.
5. Such additional qualifications as may be required by the State Civil Service Commission.

**MATRON-SUPERVISOR OF INDUSTRIES**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade III.
2. Not less than one year of service in Grade III, or if appointed otherwise than by promotion from Grade III, at least two years of experience in work of Grade III character and standard.
3. Not less than two years of experience in the manufacture of clothing and housekeeping articles, such as bed linen and bedding.
4. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$900 to \$1200, inclusive, with maintenance, with standard salary rates as follows: \$900, \$960, \$1020, \$1080, \$1140, \$1200.





## **INSTRUCTOR IN HANDICRAFT GROUP (H 16)**

*Institutional Service*

*Instructor in Handicraft Group*

*Definition:*

The term Instructor in Handicraft Group is used to identify those authorized employments of the Institutional Service, the duties of the incumbents of which are required to instruct inmates of institutions in accordance with prescribed courses and schedules in the principles and methods of baking, barbering, blacksmithing, bookbinding, bricklaying and masonry, carpentry, clay moulding and wood carving, cooking, dressmaking, electrical work, floriculture, laundering, machinery work, manual training, moulding, painting, plumbing and steamfitting, printing, sewing, shoemaking, sloyd, stonecutting, tailoring, tinsmithing or upholstering, not covered in any other Group of the Institutional Service.

**GRADE I (H 16 I)**

*Institutional Service*  
*Instructor in Handicraft Group*

**TITLES OF POSITIONS —**

INSTRUCTOR IN BAKING  
 INSTRUCTOR IN BARBERING  
 INSTRUCTOR IN BLACKSMITHING  
 INSTRUCTOR IN BOOKBINDING  
 INSTRUCTOR IN BRICKLAYING AND  
 MASONRY  
 INSTRUCTOR IN CARPENTRY  
 INSTRUCTOR IN CLAY MODELING  
 INSTRUCTOR IN COOKING  
 INSTRUCTOR IN DRESSMAKING  
 INSTRUCTOR IN ELECTRICAL WORK  
 INSTRUCTOR IN FLORICULTURE  
 INSTRUCTOR IN FOUNDRY PRACTICE  
 INSTRUCTOR IN LAUNDERING  
 INSTRUCTOR IN MACHINERY WORK  
 INSTRUCTOR IN MANUAL TRAINING  
 INSTRUCTOR IN PAINTING  
 INSTRUCTOR IN PLUMBING AND STEAM-  
 FITTING  
 INSTRUCTOR IN PRINTING  
 INSTRUCTOR IN SEWING  
 INSTRUCTOR IN SHOEMAKING  
 INSTRUCTOR IN STONECUTTING  
 INSTRUCTOR IN TAILORING  
 INSTRUCTOR IN TINSMITHING  
 INSTRUCTOR IN UPHOLSTERING

**DUTIES —**

INSTRUCTOR IN BAKING

*Definition:*

The duties of incumbents of these positions are to instruct inmates in the baking trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress; to assist in the preparation

of bread, rolls and pastry and to perform other related work as may be required.

***Example:***

Instructing and assisting in mixing dough, firing ovens, etc.

## INSTRUCTOR IN BARBERING

***Definition:***

The duties of incumbents of these positions are to instruct inmates in the barbering trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

***Example:***

Instructing and assisting in cutting hair and shaving patients.

## INSTRUCTOR IN BLACKSMITHING

***Definition:***

The duties of incumbents of these positions are to instruct inmates in the blacksmithing trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

***Example:***

Instructing in forge practice work and blue print outline drawings, shoeing horses, repairing wagons and farm machinery.

## INSTRUCTOR IN BOOKBINDING

***Definition:***

The duties of incumbents of these positions are to instruct inmates in the bookbinding trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

***Example:***

Acting as instructor in bookbinding, New York State Reformatory.

## INSTRUCTOR IN BRICKLAYING AND MASONRY

### *Definition:*

The duties of incumbents of these positions are to instruct inmates in the bricklaying and masonry trades, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

### *Example:*

Planning, instructing and assisting in masonry, plastering, bricklaying, cement and concrete work.

## INSTRUCTOR IN CARPENTRY

### *Definition:*

The duties of incumbents of these positions are to instruct inmates in the carpentry trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

### *Example:*

Planning, instructing and assisting in carpentry and cabinet making work.

## INSTRUCTOR IN CLAY MODELING.

### *Definition:*

The duties of incumbents of these positions are to instruct inmates in the clay moulding and wood carving trades, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

### *Example:*

Acting as instructor in clay moulding and wood carving in the House of Refuge, Randall's Island.

## INSTRUCTOR IN COOKING

### *Definition:*

The duties of incumbents of these positions are to instruct inmates in the cooking trade, in accordance with prescribed courses and schedules and be responsible for

their conduct and progress, and to perform other related work as may be required.

*Example:*

Instructing and assisting in the preparation of food, care of the kitchen, pantry and dining room and the serving of meals.

## INSTRUCTOR IN DRESSMAKING

*Definition:*

The duties of incumbents of these positions are to instruct inmates in the dressmaking trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

*Example:*

Instructing and assisting in the measuring, cutting and fitting of dresses, uniforms, cloaks, suits, shirtwaists, and similar articles of clothing.

## INSTRUCTOR IN ELECTRICAL WORK

*Definition:*

The duties of incumbents of these positions are to instruct inmates in electrical work, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

*Example:*

Planning, instructing and assisting in the repairing and caring for telephone equipment, fire and electric sprinkler alarm systems, annunciator and call bell circuits and apparatus, and incandescent and arc lights, wiring new and old buildings and installing electrical construction work.

## INSTRUCTOR IN FLORICULTURE

*Definition:*

The duties of incumbents of these positions are to instruct inmates in the cultivation of flowers, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

*Example:*

Planning, instructing and assisting in the care of greenhouses, and grounds including the laying out of flower beds, spraying and pruning trees and shrubbery, raising hothouse plants and cut flowers.

## INSTRUCTOR IN FOUNDRY PRACTICE

### *Definition:*

The duties of incumbents of these positions are to instruct inmates in the moulding and foundry trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required, where not otherwise provided for.

### *Example:*

Planning, instructing and assisting in the preparation of sand, moulds, and flasks for simple and intricate casting, charging of furnace, coremaking, tumbling, grinding and drilling of castings.

## INSTRUCTOR IN LAUNDERING

### *Definition:*

The duties of incumbents of these positions are to instruct inmates in the laundering trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

### *Example:*

Planning, instructing and assisting in the washing, starching, ironing and folding of clothes and other linen.

## INSTRUCTOR IN MACHINERY WORK

### *Definition:*

The duties of incumbents of these positions are to instruct inmates in the machinist's trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

### *Examples:*

Planning, instructing and assisting in general repair work on tools, engines, machines and equipment.

Studying and analysing, with inmates, blue print and outline drawings for repair and new work.

## INSTRUCTOR IN MANUAL TRAINING

### *Definition:*

The duties of incumbents of these positions are to instruct inmates in all branches of manual training, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

### *Example:*

Planning, instructing and assisting in manual training work.

## INSTRUCTOR IN PAINTING

### *Definition:*

The duties of incumbents of these positions are to instruct inmates in the painting trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

### *Example:*

Planning, instructing and assisting in exterior and interior painting, varnishing, shellacing, staining, stencilling, kalsomining, filling, mixing paints and stains, making liquid wax, hanging paper, estimating for stock, preparing time and work reports.

## INSTRUCTOR IN PLUMBING AND STEAM FITTING

### *Definition:*

The duties of incumbents of these positions are to instruct inmates and patients in the plumbing and steam-fitting trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required, where not otherwise provided for.

### *Example:*

Planning, instructing and assisting in installing, repairing and altering plumbing and toilet fixtures and equipment and cleaning, repairing and keeping in sanitary condition soil, waste and sewer lines and water mains.

## INSTRUCTOR IN PRINTING

### *Definition:*

The duties of incumbents of these positions are to instruct inmates in the printing trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required, where not otherwise provided for.

### *Example:*

Planning, instructing and assisting in setting type, composing and operating a press.

## INSTRUCTOR IN SEWING

### *Definition:*

The duties of incumbents of these positions are to instruct inmates in the sewing trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required, where not otherwise provided for.

### *Example:*

Planning, instructing and assisting in the measuring, cutting and sewing of curtains, mattresses, pillow ticks, bed and table linen and similar articles.

## INSTRUCTOR IN SHOEMAKING

### *Definition:*

The duties of incumbents of these positions are to instruct inmates in the shoemaking trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

### *Example:*

Planning, instructing and assisting in the manufacture and repair of shoes, boots and slippers.



## INSTRUCTOR IN STONECUTTING

### *Definition:*

The duties of incumbents of these positions are to instruct inmates in the stonecutting trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

### *Example:*

Planning, instructing and assisting in the operating of quarry machinery, blasting of rock, handling of dynamite, sawing, axing, carving, polishing and joining of the various kinds of stone.

## INSTRUCTOR IN TAILORING

### *Definition:*

The duties of incumbents of these positions are to instruct inmates in the tailoring trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

### *Example:*

Planning, instructing and assisting in the making and repairing of all clothing, including uniforms and suits for summer and winter use, shirts, caps, overalls, and similar articles.

## INSTRUCTOR IN TINSMITHING

### *Definition:*

The duties of incumbents of these positions are to instruct inmates in the tinsmithing trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

### *Example:*

Planning, instructing and assisting in the making, repairing and installing eavetroughs and conductor pipes, repairing of tin roofs and gutters, repairing of tin and enameled ware, making of new tinware.

## INSTRUCTOR IN UPHOLSTERING

### *Definition:*

The duties of incumbents of these positions are to

instruct inmates in the general upholstery trade, in accordance with prescribed courses and schedules, and be responsible for their conduct and progress, and to perform other related work as may be required.

*Example:*

Planning, instructing and assisting in general details pertaining to upholstery work.

## **QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than two years of experience in work pertaining to the trade covered in the position to be filled.

2. Such additional qualifications as may be required by the State Civil Service Commission.

## **COMPENSATION —**

INSTRUCTOR IN COOKING

INSTRUCTOR IN DRESSMAKING

INSTRUCTOR IN SEWING

The range of annual compensation of these positions in this Grade for full time service is from \$420 to \$540, inclusive, with maintenance, with standard salary rates as follows: \$420, \$480, \$540.

INSTRUCTOR IN BARBERING

The range of annual compensation of this position in this grade for full time service is from \$600 to \$720, inclusive, with maintenance, with standard salary rates as follows: \$600, \$660, \$720.

INSTRUCTOR IN BAKING

INSTRUCTOR IN FLORICULTURE

INSTRUCTOR IN LAUNDERING

INSTRUCTOR IN MANUAL TRAINING

INSTRUCTOR IN SHOEMAKING

INSTRUCTOR IN UPHOLSTERING

The range of annual compensation of these positions in this Grade for full time service is from \$720 to \$780,

inclusive, with maintenance, with standard salary rates as follows: \$720, 780.

INSTRUCTOR IN BLACKSMITHING

INSTRUCTOR IN BOOKBINDING

INSTRUCTOR IN BRICKLAYING AND MASONRY

INSTRUCTOR IN CARPENTRY

INSTRUCTOR IN CLAY MODELING

INSTRUCTOR IN ELECTRICAL WORK

INSTRUCTOR IN FOUNDRY PRACTICE

INSTRUCTOR IN MACHINERY WORK

INSTRUCTOR IN PAINTING

INSTRUCTOR IN PLUMBING AND STEAM-FITTING

INSTRUCTOR IN PRINTING

INSTRUCTOR IN STONECUTTING

INSTRUCTOR IN TAILORING

INSTRUCTOR IN TINSMITHING

The range of annual compensation of these positions in this Grade for full time service is from \$840 to \$900, inclusive, with maintenance, with standard salary rates as follows: \$840, \$900.

In State prisons and State reformatories where instructors in this Group are employed and are assigned to regular guard duty in addition to their regular duties as an instructor, the title "Guard" shall be prefixed to the title. In such instances the standard rates for guards shall obtain.

**GRADE II (H 16 II)****TITLE OF POSITIONS —****TRADES SCHOOL DIRECTOR****DUTIES —***Definition:*

The duties of incumbents of these positions are to direct, supervise and be responsible for all the instruction in handicraft work in an institution where there is a large number of instructors and where such supervision is necessary, to exercise a general supervision over courses of instruction, to investigate trade needs of pupils, to assign inmates to appropriate trades, to keep prescribed records and perform such other related work as required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than three years of service as an Instructor in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this grade for full time service is from \$1560 to \$1800, inclusive, with maintenance, with standard salary rates as follows: \$1560, \$1680, \$1800.

## **INSTRUCTOR IN MILITARY TRAINING GROUP (H 17)**

*Institutional Service*

*Definition:*

*Instructor in Military Training Group*

The term Instructor in Military Training Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to direct, supervise and be responsible for the instruction and training of inmates in military tactics and to perform such other related work as may be required.

**GRADE I (H 17 I)***Institutional Service**Instructor in Military Training Group***TITLE OF POSITIONS —****INSTRUCTOR IN MILITARY TRAINING****DUTIES —***Definition:*

The duties of incumbents of these positions are to direct, supervise and be responsible for the instruction of inmates in military tactics involving military drills, parades, setting up exercises, study and practice of the manual of arms and other military exercises, the appointment and promotion of inmates from the ranks, the assignment to post duty and such other related work as may be required and to hear and judge disciplinary cases where such procedure is not otherwise provided for.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than four years of experience in a State militia or in a military school, at least one year of which shall have been spent as a commissioned officer.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1440, inclusive, with maintenance, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440.

## **INSTITUTIONAL LABORATORY ASSISTANT GROUP (H 18)**

*Institutional Service*

*Definition:*

*Institutional Laboratory Assistant Group*

The term Institutional Laboratory Assistant Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to assist in preparing, mounting, staining and examining bacteriological and pathological specimens; to assist in compounding and dispensing pharmaceutical preparations and prescriptions; to assist at autopsies; and to perform such other related work as may be required.

**GRADE I (H 18 I)***Institutional Service**Institutional Laboratory Assistant Group***TITLE OF POSITIONS —****INSTITUTIONAL LABORATORY ASSISTANT  
DUTIES —***Definition:*

The duties of incumbents of these positions, which are performed under supervision, are to assist in preparing, mounting, staining and examining bacteriological and pathological specimens; to assist in compounding and dispensing pharmaceutical preparations and prescriptions; to assist at autopsies; and to perform such other related work as may be required.

*Examples:*

Assisting in the examination of blood, urine, pus and sputum.

Assisting the pharmacist in preparing and issuing drug supplies and surgical dressings, in the preparation of pharmacopoeial compounds and mixtures.

Assisting the pharmacist in fumigating.

Embedding pathological specimens in paraffine, cutting sections, mounting them on slides and staining them for microscopic examination.

Assisting in routine details at autopsies.

Caring for and cleaning laboratory apparatus and equipment.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$480 to \$660, inclusive, with maintenance, with standard salary rates as follows: \$480, \$540, \$600, \$660.

**SPECIAL REGULATION GOVERNING THE MAXIMUM  
RATE —**

The maximum salary rate, \$660, shall be assigned



only to positions the incumbents of which are performing specialized laboratory or other technical work. Such rate will be designated after individual appraisal, under the rules of the State Civil Service Commission, indicating that the rate so designated does not exceed the value of the work to be performed.



## **INSTITUTIONAL LABORER GROUP (H 19)**

*Institutional Service*

*Institutional Laborer Group*

*Definition:*

The term Institutional Laborer Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to perform, under supervision, routine manual labor not covered in any other group, within a State hospital, charitable or correctional institution.

**GRADE I (H 19 I)***Institutional Services  
Institutional Laborer Group***TITLE OF POSITIONS —****INSTITUTIONAL LABORER****DUTIES —***Definition:*

The duties of incumbents of these positions are to perform, under supervision, routine manual work, not covered in any other Group, connected with the care and maintenance of the farm, garden, grounds, buildings and equipment of a State hospital, charitable or correctional institution.

*Examples:*

Cleaning walks, scrubbing halls, corridors and porches.  
Harvesting ice.

Cutting sod, plowing and hauling.

Handling, feeding and caring for live stock.

Driving delivery, garbage and other wagons.

Working on grounds, roadways and walks.

Operating farm machinery and equipment such as corn planter, drill, mowing machine, rake, disc harrow and reaper.

Assisting mechanics.

Milking cows and cleaning barns.

Performing heavy manual work in kitchens.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$336 to \$432, inclusive, with maintenance, with standard salary rates as follows: \$336 upon entrance, \$360 at the end of six months' service, \$384 at the end of twelve months' service, \$408 at the end of eighteen months' service and \$432 at the end of twenty-four months' service.

## **LAUNDERER GROUP (H 20)**

*Institutional Service  
Launderer Group*

*Definition:*

The term Launderer Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to sort, sterilize, wash, starch and iron clothing, bed, table and other linen, to operate and repair laundry machinery, to make soft soap, starch, blueing and bleach, to keep records of the output and employes' time, to instruct and supervise employes, inmates and patients assigned to the laundry, and to perform such other related work as may be required.

**GRADE I (H 20 I)***Institutional Service  
Launderer Group***TITLES OF POSITIONS —****LAUNDERER  
HEAD LAUNDRESS****DUTIES —***Definition:*

The duties of incumbents of these positions are to instruct and supervise employes and assigned patients or inmates in the details of laundry work; to operate laundry machinery; to sterilize, clean, starch and iron clothing, bed, table and other linen, and to perform such other related work as may be required.

*Examples:*

Operating mangles, extractors, chain and oven driers, and hand centrifuges.

Making soft soap, blueing, starch and bleach.

Sorting, counting and packing pieces of laundry.

Making minor repairs to laundry machinery.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$360 to \$420, inclusive, with maintenance, with standard salary rates as follows: \$360, \$420.

**GRADE II (H 20 II)***Institutional Service  
Launderer Group***TITLE OF POSITIONS —****JUNIOR LAUNDRY OVERSEER****DUTIES —***Definition:*

The duties of incumbents of these positions are to assist in the general supervision or to supervise and be responsible for a unit of a laundry service in an institution of more than 800 inmates, or to direct, supervise and be responsible for the laundry service in a State institution of less than 800 inmates where there is a central laundry plant, involving the instruction and supervision of employees and patients or inmates assigned thereto, and the direction and performance of such other related work as may be required.

*Examples:*

Taking charge of the laundry service at the Training School for Girls.

Taking charge of the washing and drying rooms in the laundry service of a State hospital for the insane.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than one year of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least one year of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$480 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$480, \$540, \$600.

**GRADE III (H 20 III)***Institutional Service  
Lauderer Group***TITLE OF POSITIONS —****LAUNDRY OVERSEER****DUTIES —***Definition:*

The duties of incumbents of these positions are to direct, supervise and be responsible for the laundry service of a State institution of more than 800 patients or inmates, involving the instruction and supervision of employes and patients or inmates assigned thereto, and the direction and performance of such other related work as may be required.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than one year of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least one year of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

In institutions of more than 800 inmates and not more than 2,000 inmates, the range of annual compensation of this Grade for full time service is from \$720 to \$780, inclusive, with maintenance, with standard salary rates as follows: \$720, \$780.

In institutions of more than 2,000 inmates and not more than 4,000 inmates the range of annual compensation of this Grade for full time service is from \$780 to \$840, inclusive, with maintenance, with standard salary rates as follows: \$780, \$840.

In institutions of more than 4,000 inmates the range of annual compensation of this Grade for full time service is from \$840 to \$900, inclusive, with maintenance, with standard salary rates as follows: \$840, \$900.



## **LUMBERMAN GROUP (H 21)**

*Institutional Service  
Lumberman Group*

***Definition:***

The term Lumberman Group is used to identify those authorized employments of the Institutional Service the duties of the incumbents of which are to cut trees and scale logs, operate a sawmill, supervise the measuring of lumber, cut fire lines in case of forest fires, to plant trees, and perform such other related work as may be required.

**GRADE I (H 21 I)***Institutional Service  
Lumberman Group***TITLE OF POSITIONS —****LUMBERMAN — FOREMAN****DUTIES —***Definition:*

The duties of incumbents of these positions are to supervise and assist in the cutting of trees and scaling of logs, the measuring of lumber, the operation of a sawmill, the cutting of fire lines in case of forest fires, the planting of trees and to perform such other related work as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than two years of experience in forestry or general lumbering work.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1320, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320.

## **INSTITUTIONAL MACHINIST GROUP (H 22)**

*Institutional Service*

*Institutional Machinist Group*

***Definition:***

The term Institutional Machinist Group is used to identify those authorized employments of the Institutional Service the incumbents of which are required to plan, supervise, be responsible for and assist in work connected with the machinist's trade, and to perform such other related work as may be required.

**GRADE I (H 21 I)**

*Institutional Service*  
*Institutional Machinist Group*

**TITLE OF POSITIONS —****INSTITUTIONAL MACHINIST****DUTIES —***Definition:*

The duties of incumbents of these positions are to plan, supervise, be responsible for and assist in work involved in the making and repairing of machinery and other equipment where such work is not otherwise provided for; to keep prescribed records, prepare estimates and assume responsibility for and perform such other related work as may be required.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than three years of experience in the machinist's trade.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$840 to \$960, inclusive, with maintenance, with standard salary rates as follows: \$840, \$900, \$960.

**GRADE II (H 22 II)**

*Institutional Service*  
*Institutional Machinist Group*

**TITLE OF POSITIONS —**

INSTITUTIONAL MACHINIST — FOREMAN

**DUTIES —***Definition:*

The duties of incumbents of these positions are to plan, supervise, be responsible for and perform work involved in the making of beds and brass utensils; to operate and repair mechanical equipment and machinery such as lathes and drills, and to assume responsibility for and perform such other related work as may be required.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1440, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440.



## **INSTITUTIONAL MARINE WORKER GROUP (H 23)**

*Institutional Service*

*Institutional Marine Worker Group*

***Definition:***

The term Institutional Marine Worker Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to have special training in the navigation of steam or mechanical propelled craft and to perform services pertaining to the operation of water craft in connection with the transportation of inmates, employes, officers and other officials and visitors, as well as material and supplies to and from a State institution where such transportation is needed because of local geographical conditions.

**GRADE I (H 23 I)***Institutional Service**Institutional Marine Worker Group***TITLE OF POSITIONS —****ASSISTANT INSTITUTIONAL DOCK MASTER  
DUTIES —***Definition:*

The duties of incumbents of these positions are to assist the Dock Master during the day or to take charge of the dock at night, to receive freight and other packages to be sent by boat from the dock to the institution and to keep a record of same, to assist passengers in getting on and off the boat, to collect passes and keep record of same, to keep dock clean and to perform any other related work as may be required.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than one year of experience in the receiving and caring for stores.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$540 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$540, \$600.



**GRADE II (H 23 II)***Institutional Service**Institutional Marine Worker Group***TITLES OF POSITIONS—**

INSTITUTIONAL DOCK MASTER  
 ASSISTANT INSTITUTIONAL MARINE  
 ENGINEMAN  
 INSTITUTIONAL MATE  
 INSTITUTIONAL MARINE FIREMAN

**DUTIES —**

INSTITUTIONAL DOCK MASTER

*Definition:*

The duties of incumbents of these positions are to take charge of the dock during the day, to receive freight and other packages to be sent by boat from the dock to the institution and to keep a record of same, to assist passengers in getting on and off the boat, to collect passes and keep record of same, to keep dock clean and to perform any other related work as may be required.

INSTITUTIONAL ASSISTANT MARINE  
 ENGINEMAN

*Definition:*

The duties of incumbents of these positions are to assist in the operation of marine engines, to make necessary repairs to the machinery and boilers and to perform other related work as may be required.

INSTITUTIONAL MATE

*Definition:*

The duties of incumbents of these positions are to direct and supervise the work of subordinate employes, to manipulate the steering wheel and signal apparatus when required and to assist the captain or pilot generally in the management of the boat.

INSTITUTIONAL MARINE FIREMAN

*Definition:*

The duties of incumbents of these positions are to maintain proper steam pressure in marine boilers, to regulate water feed and to operate the engines of small

craft which do not come under the regulations of the Federal Department of Commerce and Labor.

**QUALIFICATIONS—**

INSTITUTIONAL DOCK MASTER  
INSTITUTIONAL ASSISTANT MARINE  
ENGINEMAN  
INSTITUTIONAL MATE  
INSTITUTIONAL MARINE FIREMAN

*Persons holding these positions shall have:*

1. Not less than one year of experience in work covered in the position to be filled.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION—**

INSTITUTIONAL DOCK MASTER  
INSTITUTIONAL ASSISTANT MARINE  
ENGINEMAN

The range of annual compensation of these positions in this Grade for full time service is from \$840 to \$900, inclusive, with maintenance, with standard salary rates as follows: \$840, \$900.

INSTITUTIONAL MATE

The range of annual compensation of this position in this Grade for full time service is from \$780 to \$840, inclusive, with maintenance, with standard salary rates as follows: \$780, \$840.

INSTITUTIONAL MARINE FIREMAN

The annual compensation of this position in this Grade for full time service of not less than 8 hours per day is \$540, with maintenance.

**NOTE.**—An additional compensation of \$240 per annum will be granted to Institutional Marine Firemen for full time service of not less than 12 hours per day.

**GRADE III (H 23 III)***Institutional Service**Institutional Marine Worker Group***TITLES OF POSITIONS —**

INSTITUTIONAL CAPTAIN

INSTITUTIONAL PILOT

INSTITUTIONAL MARINE ENGINEMAN

**DUTIES —**

INSTITUTIONAL CAPTAIN

*Definition:*

The duties of incumbents of these positions are to command or steer craft used in the transportation of passengers or freight or in construction work, and to perform other related duties as may be required.

INSTITUTIONAL PILOT

*Definition:*

The duties of incumbents of these positions are to steer craft used in the transportation of passengers or freight, or in construction work, and to perform other related duties as may be required.

INSTITUTIONAL MARINE ENGINEMAN

*Definition:*

The duties of incumbents of these positions are to operate engines and assume responsibility for engines and boilers on craft coming within the jurisdiction of the Federal Department of Commerce and Labor.

**QUALIFICATIONS —**

INSTITUTIONAL CAPTAIN

INSTITUTIONAL PILOT

INSTITUTIONAL MARINE ENGINEMAN

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the Federal Department of Commerce and Labor.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —****INSTITUTIONAL CAPTAIN**

The range of annual compensation of this position in this Grade for full time service is from \$1440 to \$1560, inclusive, with maintenance, with standard salary rates as follows: \$1440, \$1560.

**INSTITUTIONAL MARINE ENGINEMAN**

Where an employe of this Grade has charge of the engines and boilers on a boat accommodating less than five hundred people the range of annual compensation of this position in this Grade for full time service is from \$960 to \$1080, inclusive, with maintenance, with standard salary rates as follows: \$960, \$1020, \$1080.

Where an employe of this Grade has charge of the engines and boilers on a boat accommodating more than five hundred people the range of annual compensation of this position in this Grade for full time service is from \$1440 to \$1560, inclusive, with maintenance, with standard salary rates as follows: \$1440, \$1560.

**INSTITUTIONAL PILOT**

The range of annual compensation of this position in this Grade for full time service is from \$1020 to \$1080, inclusive, with maintenance, with standard salary rates as follows: \$1020, \$1080.

## **MEATCUTTER GROUP (H 24)**

*Institutional Service  
Meatcutter Group*

*Definition:*

The term Meatcutter Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to assume responsibility for and assist in the butchering of animals; to inspect or direct the inspection of all meats received; to cut or direct the cutting of all meats according to requisition, and to perform such other related work as may be required.

**GRADE I (H 24 I)***Institutional Service  
Meatcutter Group***TITLE OF POSITIONS —****JUNIOR MEATCUTTER****DUTIES —***Definition:*

The duties of incumbents of these positions are to assist the meatcutter in an institution of more than 800 inmates in butchering animals, in inspecting meats received, cutting meats, in keeping cooling and cutting rooms and equipment in sanitary condition, in issuing meats on requisition and in preparing prescribed records and reports; or to take charge of this work in an institution of less than 800 inmates and to perform such other related work as may be required.

*Examples:*

Weighing meats.

Treating hides and skins.

Rendering lard.

Cutting steaks, chops, roasts, etc.

Curing hams and bacon and smoking same.

Corning beef, making sausage.

Pickling meats.

Storing, caring for and issuing butter, eggs, cheese and fish.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than two years of experience in the butchering of cattle, sheep, calves and hogs, and cutting meat into steaks, roasts, chops and stews.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$480 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$480, \$540, \$600.

**GRADE II (H 24 II)****TITLE OF POSITIONS —****MEATCUTTER****DUTIES —***Definition:*

The duties of incumbents of these positions are to direct, supervise, be responsible for and assist in butchering animals; in inspecting meats received; in cutting meats; in issuing meats on requisition, in keeping cooling and cutting rooms and equipment in sanitary condition and in preparing prescribed records and reports, and to assume responsibility for and assist in such other related work as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I. or if appointed otherwise than by promotion from Grade I, at least two years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

In institutions of more than 800 inmates and not more than 2000 inmates the range of annual compensation of this Grade for full time service is from \$720 to \$780, inclusive, with maintenance, with standard salary rates as follows: \$720—\$780.

In institutions of more than 2000 inmates the range of annual compensation of this Grade for full time service is from \$780 to \$840, inclusive, with maintenance, with standard salary rates as follows: \$780—\$840.





## **MISCELLANEOUS INSTITUTIONAL WORKER GROUP (H 25)**

*Institutional Service*

*Miscellaneous Institutional Worker Group*

***Definition:***

The term Miscellaneous Institutional Worker Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to plan, supervise, be responsible for and perform work not covered in any other Group of the Institutional Service.

**GRADE I (H 25 I)***Institutional Service**Miscellaneous Institutional Worker Group***TITLES OF POSITIONS —**

INSTITUTIONAL WATCHMAN

BARBER

COFFEE ROASTER

**DUTIES —***Definition:*

## INSTITUTIONAL WATCHMAN

The duties of incumbents of these positions are to exercise vigilance in protecting from theft, injury or danger, property and equipment controlled, used by or in the custody of a State hospital, charitable or correctional institution; and, when required, to guard against the escape of patients or inmates of such institutions.

## BARBER

The duties of incumbents of these positions are to cut the hair of and shave patients or inmates as directed; to supervise and instruct inmates and attendants in shaving and haircutting, and to perform such other related work as may be required.

## COFFEE ROASTER

The duties of incumbents of these positions are to roast coffee, grind spices and to perform such other related work as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than two years of experience in work covered in the position to be filled.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —****INSTITUTIONAL WATCHMAN**

The range of annual compensation of this position in this Grade for full time service is from \$540 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$540, \$600.

**BARBER****COFFEE ROASTER**

The range of annual compensation of this position in this Grade for full time service is from \$540 to \$660, inclusive, with maintenance, with standard salary rates as follows: \$540, \$600, \$660.



## **MUSICIAN GROUP (H 26)**

*Institutional Service  
Musician Group*

*Definition:*

The term Musician Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to play and instruct in the playing of band and orchestra instruments, and to direct and give band and orchestra concerts as directed.

**GRADE I (H 26 I)***Institutional Service  
Musician Group***TITLE OF POSITIONS —****MUSICIAN****DUTIES —***Definition:*

The duties of incumbents of these positions are to play a prescribed musical instrument at band or orchestra concerts, and on other similar occasions, and to attend rehearsals as required.

*Example:*

Playing an instrument in an institutional band.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$300 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$300, \$360, \$420, \$480, \$540, \$600.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

In institutions where a military organization is a fundamental part of the institutional life or in other institutions where full time service of musicians is required, there shall not be more than one musician of this Grade at the \$600 rate, nor more than one at the \$540 rate, nor more than one at the \$480 rate, nor more than one at the \$420 rate, nor more than five at the \$360 rate.

**GRADE II (H 26 II)****TITLE OF POSITIONS—****BAND MASTER****DUTIES—***Definition:*

The duties of incumbents of these positions are to direct the band and orchestra in an institution where a military organization is a fundamental part of the institutional life, to give individual and general instruction in the playing of band and orchestral instruments, to lead a band or orchestra at rehearsals, regular concerts or on other occasions, and to perform such other related work as may be required.

**QUALIFICATIONS—***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION—**

The range of annual compensation of this Grade for full time service is from \$780 to \$900, inclusive, with maintenance, with standard salary rates as follows: \$780, \$840, \$900.





## **INSTITUTIONAL PHOTOGRAPHER GROUP (H 27)**

*Institutional Service*

*Institutional Photographer Group*

***Definition:***

The term Institutional Photographer Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to take, print and mount photographs, to measure inmates in accordance with the Bertillon system, to take finger prints and to perform such other photographic and related work as may be required.

**GRADE I (H 27 I)**

*Institutional Service*  
*Institutional Photographer Group*

**TITLE OF POSITIONS —****INSTITUTIONAL PHOTOGRAPHER****DUTIES —***Definition:*

The duties of incumbents of these positions are to take, print, mount, file and record photographs of patients and inmates; to photograph gross and microscopic specimens of the brain and spinal cord; to prepare lantern slides; to project specimens at lectures or demonstrations and to perform other related photographic work as may be required.

*Examples:*

Photographing characteristic faces for pathological study.

Assisting in preparing anatomical specimens involving cutting, staining, etc, for lantern slides.

Compounding formulae required in various stages of photography.

Taking views of buildings, grounds, recreation scenes, etc.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than two years of experience in the taking, developing, printing, filing and recording of photographs.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$540 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$540, \$600.

**GRADE II (H 27 II)**

*Institutional Service*  
*Institutional Photographer Group*

**TITLE OF POSITIONS—****BERTILLON PHOTOGRAPHER****DUTIES—***Definition:*

The duties of incumbents of these positions are to take, print and mount photographs of inmates in prisons and reformatories upon admission and upon parole; to measure inmates in accordance with the Bertillon system, to take finger prints; to record, classify and file combined photograph, Bertillon and finger print cards; to do incidental guard duty, and to perform such other related work as may be required.

**QUALIFICATIONS—***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of experience in the practice of the Bertillon and finger print systems.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION—**

The range of annual compensation of this Grade for full time service is from \$1200 to \$1560, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560.



## **INSTRUCTOR IN PHYSICAL CULTURE GROUP (H 28)**

*Definition:* *Institutional Service*  
*Instructor in Physical Culture Group*

The term Instructor in Physical Culture Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to direct, supervise and be responsible for the instruction of inmates in physical culture and to perform such other related work as may be required.

**GRADE I (H 28 I)***Institutional Service**Instructor in Physical Culture Group***TITLE OF POSITIONS —****INSTRUCTOR IN PHYSICAL CULTURE****DUTIES —***Definition:*

The duties of incumbents of these positions are to direct, supervise and be responsible for the regular and systematic training and instruction of inmates in physical culture, involving the supervision of athletic contests, outdoor games, gymnastics, calisthenics, athletic drills and dancing, and to perform such other related work as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. A certificate granted on completion of a standard course of instruction in a school of physical culture of recognized standing.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$660 to \$900, inclusive, with maintenance, with standard salary rates as follows: \$660, \$720, \$780, \$840, \$900.

## **INSTITUTIONAL PLUMBER AND STEAMFITTER GROUP (H 29)**

*Institutional Service*

*Institutional Plumber and Steamfitter Group*

***Definition:***

The term Institutional Plumber and Steamfitter Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to perform work pertaining to the plumbing and steamfitting trades and such other related work as may be required.

**GRADE I (H 29 I)***Institutional Service**Institutional Plumber and Steamfitter Group***TITLE OF POSITIONS —****INSTITUTIONAL PLUMBERS AND STEAM-  
FITTERS HELPER****DUTIES —***Definition:*

The duties of incumbents of these positions are to assist plumbers and steamfitters in all branches of their trades, to make minor repairs to plumbing and heating apparatus, steam, water and sewer lines, and to perform such other related work as may be required.

*Examples:*

Cleaning sinks, drains, sewers, etc.

Assisting in the repairing of steam irons, fire hose, faucets, ranges, and steam cooking devices.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$360 to \$480, inclusive, with maintenance, with standard salary rates as follows: \$360, \$420, \$480.



**GRADE II (H 29 II)***Institutional Service**Institutional Plumber and Steamfitter Group***TITLE OF POSITIONS —****ASSISTANT INSTITUTIONAL PLUMBER AND  
STEAMFITTER****DUTIES —***Definition:*

The duties of incumbents of these positions are to assist the plumber and steamfitter in installing and repairing plumbing and steamfitting appliances, to make repairs and to perform such other related work as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than one year of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least two years of experience in the plumbing or steamfitting trade.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$540 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$540, \$600.

**GRADE III (H 29 III)***Institutional Service**Institutional Plumber and Steamfitter Group***TITLES OF POSITIONS —**

INSTITUTIONAL PLUMBER  
INSTITUTIONAL STEAMFITTER

**DUTIES —****INSTITUTIONAL PLUMBER***Definition:*

The duties of incumbents of these positions, which involve supervision of employes in Grades I and II and inmates or patients, are to install, repair and alter plumbing, fixtures and equipment, to clean, repair and keep in sanitary condition soil, waste and sewer lines and water mains, to assist in steamfitting work when required, and to perform such other related work as may be required.

*Examples:*

Clearing stoppages in toilets, sewers, drains, etc.

Packing and repairing faucets, valves, etc.

Installing and repairing hoppers, flush tanks, sinks, showers, etc.

**INSTITUTIONAL STEAMFITTER**

The duties of incumbents of these positions, which involve supervision of employes in Grades I and II and inmates or patients, are to install, alter and repair steam lines, radiators, steam valves, etc., and to perform such other related work as may be required.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than two years of service in Grade II, or if appointed otherwise than by promotion, at least two years of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$900 to \$960, inclusive, with maintenance, with standard salary rates as follows: \$900, \$960.



## **INSTITUTIONAL PRINTER AND BOOKBINDER GROUP (H 30)**

*Institutional Services*

***Definition:***

*Institutional Printer and Bookbinder Group*

The term Institutional Printer and Bookbinder Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to plan, supervise, be responsible for and to perform work involved in the operation of a printing and bookbinding shop.

**GRADE I (H 30 I)***Institutional Service**Institutional Printer and Bookbinder Group***TITLES OF POSITIONS —****PRESS FEEDER****BINDER'S HELPER****DUTIES —***Definitions*

The duties of the incumbents of these positions are to assist in the work pertaining to the printing and bookbinding trade and to perform such other related work as may be required.

*Examples:*

Making ready on job presses.  
Feeding cylinder and job presses.  
Stamping book covers.  
Folding sheets and gathering same.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than one year of experience in the work covered in the position to be filled.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$300 to \$372, inclusive, with maintenance, with standard salary rates as follows: \$300 upon entrance, \$324 at end of six months' service, \$348 at end of twelve months' service, \$372 at end of eighteen months' service.

**GRADE II (H 30 II)**

*Institutional Service*  
*Institutional Printer and Bookbinder Group*

**TITLES OF POSITIONS —**

**INSTITUTIONAL PRINTER**  
**BOOKBINDER**  
**RULER**  
**COMPOSITOR**

**DUTIES —****INSTITUTIONAL PRINTER***Definition:*

The duties of incumbents of these positions are to perform, under supervision, work pertaining to the printing trade, and such other related work as may be required.

*Examples:*

Setting and distributing type.  
 Correcting galleys; making up pages.  
 Acting as pressman.

**BOOKBINDER***Definition:*

The duties of incumbents of these positions are to bind and finish books and to perform, under direction, other work relating to the bookbinding trade.

**RULER***Definition:*

The duties of incumbents of these positions are to cut and rule paper and to perform such other related work as may be required.

**COMPOSITOR***Definition:*

The duties of incumbents of these positions are to set and distribute type and to perform such other related work as may be required of a compositor.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than two years of experience in work covered in the position to be filled.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The annual compensation of this Grade for full time service is \$780, with maintenance.



**GRADE III (H 30 III)**      *Institutional Service*  
*Institutional Printer and Bookbinder Group*

**TITLE OF POSITIONS —**

**INSTITUTIONAL PRINTER — FOREMAN**

**DUTIES —**

*Definition:*

The duties of incumbents of these positions are to plan, supervise, be responsible for and assist in the institutional printing and bookbinding industries, the products of which are made primarily for other than local use, to keep a record of output, prepare prices on work, prepare estimates, and assume responsibility for and assist in such other related work as may be required.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade II as an institutional printer or compositor, or if appointed otherwise than by promotion from Grade II, at least two years of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1320, inclusive, with maintenance, with standard salary rates as follows: \$1080, \$1200, \$1320.



## **INSTITUTIONAL SEAMSTRESS GROUP (H 31)**

*Institutional Service*

*Definition:*

*Institutional Seamstress Group*

The term Institutional Seamstress Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to supervise and assist in the making, mending, marking, inspecting, issuing and checking wearing apparel and linen supplies used in an institution, where such work is not otherwise provided for, and to perform such other related work as may be required.

**GRADE I (H 31 I)**

*Institutional Service*  
*Institutional Seamstress Group*

**TITLE OF POSITIONS —****INSTITUTIONAL SEAMSTRESS****DUTIES —***Definition:*

The duties of incumbents of these positions are to operate darning, knitting and buttonhole machines, to do plain and fancy sewing by hand or by machine, and to supervise, instruct and assist patients or inmates in the performance of such work.

*Examples:*

Making and repairing simple dresses, gowns, shirt-waists, underwear, nightgowns, pillow and mattress ticks, bed and table linen.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$360 to \$420, inclusive, with maintenance, with standard salary rates as follows: \$360, \$420.

**GRADE II (H 31 II)**

*Institutional Service*  
*Institutional Seamstress Group*

**TITLE OF POSITIONS —****CLOTHING CARETAKER****DUTIES —**

The duties of incumbents of these positions are to check and record all clothing and linen supplies received directly or upon requisition; to issue the same upon requisition to the tailor shop and sewing-room; to inspect, count, list and mark finished articles; to record and issue same upon requisition to the wards and departments; to prepare quarterly or other estimates for clothing and linen supplies needed; to keep daily time and work records of employees assigned to the sewing-room; to mark and check private clothing and property; to open packages sent to patients and to record and distribute same; to assist in the cutting, sewing and mending when required; and to perform such other work as may be necessary to keep an accurate check upon all clothing supplies, wearing apparel and linen bought or manufactured for patients and used in a State institution.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than one year of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least one year of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$480 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$480, \$540, \$600.



## **SHOEMAKER GROUP (H 32)**

*Institutional Service  
Shoemaker Group*

***Definition:***

The term Shoemaker Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to select stock for the manufacture of shoes and slippers, to plan, supervise, be responsible for and assist in the making of shoes and slippers, prepare estimates and specifications for supplies, the operating and repairing of machinery, and to perform such other related work as may be required.

**GRADE I (H 32 I)***Institutional Service  
Shoemaker Group***TITLE OF POSITIONS —****ASSISTANT SHOEMAKER****DUTIES —***Definition:*

The duties of incumbents of these positions are to assist in the making of shoes, slippers and similar articles, to repair same and to perform such other related work as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than two years of experience in the making and repairing of shoes, slippers and similar articles.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$540 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$540, \$600.



**GRADE II (H 32 II)***Institutional Service  
Shoemaker Group***TITLE OF POSITIONS —****SHOEMAKER****DUTIES —***Definition:*

The duties of incumbents of these positions are to take charge of a shoeshop, the products of which are for local institutional use, to plan, supervise, be responsible for and assist in work involved in the making and repairing of shoes, slippers and similar articles, to select and inspect stock, to cut uppers and other parts, to repair machinery, to keep records, to prepare estimates for supplies, and assume responsibility for such other related work as may be required.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least two years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$660 to \$780, inclusive, with maintenance, with standard salary rates as follows: \$660, \$720, \$780.

**GRADE III (H 32 III)***Institutional Service  
Shoemaker Group***TITLE OF POSITIONS —****SHOEMAKER — FOREMAN****DUTIES —**

The duties of incumbents of these positions are to take charge of a shoeshop, the products of which are made primarily for other than local use, to plan, supervise, be responsible for and, when necessary, to assist in the making and repairing of shoes, slippers and similar articles, to select and inspect stock, to cut uppers and other parts, to repair machinery, to prepare estimates and specifications for supplies, to keep records, and to assume responsibility for and assist in such other related work as may be required.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than two years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least two years of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade, for full time service is from \$1080 to \$1320, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320.

## **SOAP MAKER GROUP (H 33)**

*Institutional Service  
Soap Maker Group*

*Definition:*

The term Soap Maker Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to plan, supervise, be responsible for, and assist in the making of soap, and to perform such other related work as may be required.

**GRADE I (H 33 I)***Institutional Service  
Soap Maker Group***TITLE OF POSITIONS —****SOAP MAKER****DUTIES —***Definition:*

The duties of incumbents of these positions are to assist in the making of soap and to perform such other related duties as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than two years of experience in the making of soap.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$540 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$540, \$600.

**GRADE II (H 33 II)**

*Institutional Service*

*Soap Maker Group*

**TITLE OF POSITION —**

**SOAPMAKER — FOREMAN**

**DUTIES —**

*Definition:*

The duties of the incumbent of this position are to take charge of an institutional soap-making plant, the products of which are made primarily for other than local use, to plan, supervise, be responsible for and assist in the making of soap, involving boiling, crutching, pressing and boxing soap, making chemical tests of oils, fats and alkalies, testing and treating spent lye and evaporating same for recovery of crude glycerine, to keep records, prepare estimates for supplies, and to perform such other related work as may be required.

*Example:*

Acting as foreman soapmaker, Rochester State Hospital.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least two years of experience in work of Grade I character and standard.
4. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full term service is from \$1080 to \$1200, inclusive, with standard salary rates as follows: \$1080, \$1140, \$1200.



## **STEWARD GROUP (H 34)**

*Institutional Service  
Steward Group*

***Definition:***

The term Steward Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to direct, supervise and perform for the superintendent those duties involved in the non-professional business management of an institution.

**GRADE I (H 34 I)***Institutional Service  
Steward Group***TITLES OF POSITIONS —****JUNIOR STEWARD  
ASSISTANT STEWARD****DUTIES —****JUNIOR STEWARD***Definition:*

The duties of incumbents of these positions are to perform, under the direction of the superintendent, those assigned functions pertaining to the maintenance and non-professional business management of a charitable institution not covered in any other Group, involving complete or limited supervision over such activities.

**ASSISTANT STEWARD***Definition:*

The duties of incumbents of these positions are to supervise, under the direction of the steward, the routine work of the steward's office and its divisions in a State hospital of more than 4000 inmates, to secure competitive prices on items not covered in contracts and place orders for same, to audit vouchers and payrolls, to assist in preparing maintenance estimates and other financial statements, in approving requisitions, and to assume the duties and responsibilities of the steward in his absence.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than three years of service as a book-keeper in charge of the accounts of a State institution;  
*or*

2. Not less than three years of service as an institutional storekeeper in work of Grade I of the Storekeeper Group of the Institutional Service standard and character; *or*



3. Not less than three years of experience in work recognized by the State Civil Service Commission as the equivalent of either of the above qualifications.

4. Such additional qualifications as may be required by the State Civil Service Commission.

## **COMPENSATION —**

### **JUNIOR STEWARD**

In institutions of not more than 300 inmates the range of annual compensation of this position in this Grade for full time service is from \$900 to \$1200, inclusive, with maintenance, with standard salary rates as follows: \$900, \$960, \$1020, \$1080, \$1200.

In institutions of more than 300 inmates and not more than 400 inmates the range of annual compensation of this position in this Grade for full time service is from \$1200 to \$1320, inclusive, with maintenance, with standard salary rates as follows: \$1200, \$1320.

In institutions of more than 400 inmates and not more than 800 inmates, the range of annual compensation of this position in this Grade for full time service is from \$1320 to \$1440, inclusive, with maintenance, with standard salary rates as follows: \$1320, \$1440.

In institutions of more than 800 inmates and not more than 1500 inmates, the range of annual compensation of this Grade for full time service is from \$1440 to \$1560, inclusive, with maintenance, with standard salary rates as follows: \$1440, \$1560.

### **ASSISTANT STEWARD**

The range of annual compensation of this position in this Grade for full time service is from \$1200 to \$1560, inclusive, with maintenance, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560.

**GRADE II (H 34 II)***Institutional Service  
Steward Group***TITLE OF POSITIONS —****STEWARD****DUTIES —***Definition:*

The duties of incumbents of these positions are to perform, under the direction of the superintendent, those functions pertaining to the non-professional business management of a State hospital or other institution of not less than 1500 inmates, involving supervision of all maintenance, farming and industrial operations, purchase of all stores, supplies, materials and equipment not covered in contracts, supervision of the keeping of all financial records and documents, responsibility for institutional funds placed in their keeping, supervision of the preparation of maintenance estimates and payrolls, inspection of buildings, equipment, new construction and extraordinary repairs, final approval and custody of all requisitions and the performance of such other related work as may be necessary to the business management of the institution.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.

2. Not less than three years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least five years of service in either Grade I of the Storekeeper Group of the Institutional Service or in Grade I of the Bookkeeper Group of the Clerical service.

3. Not less than five years of experience in work recognized by the State Civil Service Commission as the equivalent of either of the above qualifications.

4. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1800 to \$2580, inclusive, with maintenance, with standard salary rates as follows: \$1800, \$1980, \$2160, \$2340, \$2580.

**SPECIAL REGULATION GOVERNING THE MAXIMUM RATE —**

The maximum salary rate, \$2580, will be granted only to stewards of institutions of not less than 3000 inmates.



## **STOREKEEPER GROUP (H 35)**

*Institutional Service  
Storekeeper Group*

### ***Definition:***

The term Storekeeper Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to receive, record and requisition institutional supplies, materials and equipment necessary to maintain stores within prescribed limits, to report thereon, and to perform under the direction of the steward or junior steward such other related work as may be required.

**GRADE I (H 35 I)***Institutional Service  
Storekeeper Group***TITLE OF POSITIONS —****STOREKEEPER****DUTIES —***Definition:*

The duties of incumbents of these positions are to receive, record and requisition institutional supplies, materials and equipment necessary to maintain stores within prescribed limits, to make reports on prescribed forms, and to perform such other related work under the direction of the steward or junior steward as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than two years of experience in handling supplies in an institution storehouse or at least two years of experience in work of equivalent character and standard; or
2. Not less than one year of service as junior clerk of the Clerical Service, or at least one year of experience in work of equivalent character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

In institutions of less than 300 inmates the range of annual compensation of this Grade for full time service is from \$480 to \$540, inclusive, with maintenance, with standard salary rates as follows: \$480, \$540.

In institutions of more than 300 inmates and not more than 400 inmates, the range of annual compensation of this Grade for full time service is from \$540 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$540, \$600.

In institutions of more than 400 inmates and not more than 800, the range of annual compensation of this Grade for full time service is from \$600 to \$660, inclusive, with maintenance, with standard salary rates as follows: \$600, \$660.

In institutions of more than 800 inmates and not more than 2000, the range of annual compensation of this Grade for full time service is from \$660 to \$840, inclusive, with maintenance, with standard salary rates as follows: \$660, \$720, \$780, \$840.

In institutions of more than 2000 inmates the range of annual compensation of this Grade for full time service is from \$840 to \$1020, inclusive, with maintenance, with standard salary rates as follows: \$840, \$900, \$960, \$1020.

In institutions of more than 4000 inmates a rate of \$1080 shall be added to the above rates.

In prisons of over 800 inmates where the storekeeper performs the more important duties described in the definition of "Steward," the range of annual compensation of this Grade for full time service is from \$1440 to \$1560, inclusive, with standard salary rates as follows: \$1440, \$1560.





## **SUPERINTENDENT OF INDUSTRIES GROUP (H 36)**

*Institutional Service*

*Superintendent of Industries Group*

*Definition:*

The term Superintendent of Industries Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to plan, supervise, be responsible for and assist in the manufacturing activities of a State prison, involving the selection of articles to be manufactured, the direction and supervision of employes and prisoners while engaged in industrial work, the preparing of estimates and keeping the financial and other records of industries, and to perform such other related work as may be required.

**GRADE I (H 36 I)***Institutional Service**Superintendent of Industries Group***TITLE OF POSITIONS —****SUPERINTENDENT OF INDUSTRIES****DUTIES —***Definition:*

The duties of incumbents of these positions, which require a high degree of executive ability and a general knowledge of manufacturing processes and technique, are to plan, supervise, be responsible for and assist in the manufacturing activities of a State prison, involving the selection of articles to be manufactured, the direction and supervision of employes and prisoners engaged in manufacturing operations, the purchasing of materials and supplies, the custody of machinery and supplies, the keeping of financial and other records of industrial operations, and to perform such other related work as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than five years of experience in industrial work affording opportunity to become familiar with manufacturing operations, at least two years of which must have been in a managerial capacity; or
2. Not less than three years of service as senior bookkeeper of the Clerical Service, acting as assistant to the superintendent of industries and in charge of the manufacturing accounts.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$2820 to \$3540, inclusive, with standard salary rates as follows: \$2820, \$3060, \$3300, \$3540.

## **INSTITUTIONAL TAILOR GROUP (H 37)**

*Institutional Service*

*Institutional Tailor Group*

*Definition:*

The term Institutional Tailor Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to plan, supervise, be responsible for and assist in the making of men's and boys' clothing and similar articles, where not otherwise provided for, and assuming responsibility for and performing such other related work as may be required.

**GRADE I (H 37 I)**

*Institutional Service  
Institutional Tailor Group*

**TITLE OF POSITIONS —**

**ASSISTANT INSTITUTIONAL TAILOR**

**DUTIES —**

*Definition:*

The duties of incumbents of these positions are to cut cloth, operate sewing machines, baste, finish and press clothing, and to assist in other work involved in the making of clothing.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$480 to \$600, inclusive, with maintenance, with standard salary rates as follows: \$480, \$540, \$600.

**GRADE II (H 37 II)**

*Institutional Service*  
*Institutional Tailor Group*

**TITLE OF POSITIONS —****INSTITUTIONAL TAILOR****DUTIES —***Definition:*

The duties of incumbents of these positions are to take charge of a small tailor shop or to assist in the supervision of a large shop, involving supervision of employees in Grade I, other assigned employees, and patients, the cutting of cloth, operating sewing machines, basting, finishing and pressing clothing, the keeping of records, preparing estimates, and performing such other related work as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than two years of experience in the tailoring trade.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$660 to \$780, inclusive, with maintenance, with standard salary rates as follows: \$660, \$720, \$780.

**GRADE III (H 37 III)***Institutional Service  
Institutional Tailor Group***TITLE OF POSITIONS —****INSTITUTIONAL TAILOR — FOREMAN****DUTIES —**

The duties of incumbents of these positions are to take charge of an institutional tailor shop, the products of which are made primarily for other than local use, to plan, supervise, be responsible for and assist in work involved in the manufacture of clothing on a large scale, and to assume responsibility for and perform such other related work as may be required.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade II.
2. Not less than two years of service in Grade II, or if appointed otherwise than by promotion from Grade II, at least two years of experience in work of Grade II character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1440, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440.

## **TEXTILE WORKER GROUP (H 38)**

*Institutional Service*  
*Textile Worker Group*

*Definition:*

The term Textile Worker Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to plan, supervise, be responsible for and assist in the carding, knitting, spinning, weaving, dyeing and clothfinishing branches of the textile trade, and to assume responsibility for and perform such other related work as may be required.

**GRADE I (H 38 I)***Institutional Service  
Textile Worker Group***TITLE OF POSITIONS —**

FOREMAN OF WEAVING  
FOREMAN OF KNITTING  
FOREMAN OF SPINNING  
FOREMAN OF CARDING  
FOREMAN OF DYEING  
FOREMAN OF CLOTHFINISHING

**DUTIES —****FOREMAN OF WEAVING***Definition:*

The duties of incumbents of these positions are to plan, supervise, be responsible for and assist in the weaving of cloth and the keeping of looms in proper order, and to assume responsibility for and perform other related work as may be required.

**FOREMAN OF KNITTING***Definition:*

The duties of incumbents of these positions are to plan, supervise, be responsible for and assist in the knitting and repair of stockings, underclothes and similar articles, and the keeping of tools and machines in proper order, and to assume responsibility for, and perform other related work as may be required.

**FOREMAN OF SPINNING***Definition:*

The duties of incumbents of these positions are to plan, supervise, be responsible for and assist in the spinning trade, including spooling, warping, reeling, bobbin-winding and the keeping of tools and machines in proper order, and to assume responsibility for and perform other related work as may be required.

**FOREMAN OF CARDING***Definition:*

The duties of incumbents of these positions are to plan, supervise, be responsible for and assist in the



mixing, picking, oiling and carding of wool and the keeping of machines in proper order, and to assume responsibility for and perform other related work as may be required.

## FOREMAN OF DYEING

### *Definition:*

The duties of incumbents of these positions are to plan, supervise, be responsible for and assist in the dyeing of wool, cotton and cloth, the matching of shades and mixing colors, and to assume responsibility for and perform other related work as may be required.

## FOREMAN OF CLOTHFINISHING

### *Definition:*

The duties of incumbents of these positions are to plan, supervise, be responsible for and when necessary perform work involved in the finishing of all textile products, and to assume responsibility for and perform other related work as may be required.

## **QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than two years of experience in work covered in the position to be filled.
2. Such additional qualifications as may be required by the State Civil Service Commission.

## **COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1080 to \$1440, inclusive, with standard salary rates as follows: \$1080, \$1200, \$1320, \$1440.

**GRADE II (H 38 II)***Institutional Service  
Textile Worker Group***TITLE OF POSITIONS —****HEAD FOREMAN OF TEXTILE WORKS****DUTIES —***Definition:*

The duties of incumbents of these positions, which involve supervision of employes in Grade I, are to plan, supervise, be responsible for and assist in the knitting work, to assist in the preparation of estimates for materials and supplies, to keep production and other records, and to assume responsibility for and perform such other related work as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, one year of which must have been spent as a foreman of knitting, or if appointed otherwise than by promotion from Grade I, at least two years of experience in work of Grade I character and standard, affording an opportunity for practical experience in knitting.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1680 to \$2160, inclusive, with standard salary rates as follows: \$1680, \$1800, \$1980, \$2160.

## **WAGON MAKER GROUP (H 39)**

*Institutional Service  
Wagon Maker Group*

*Definition:*

The term Wagon Maker Group is used to identify those authorized employments of the Institutional Service, the incumbents of which are required to plan, supervise, be responsible for and assist in the making of wagons, carts and other vehicles, where such work is not otherwise provided for, and to assume responsibility for and perform such other related work as may be required.

**GRADE I (H 39 I)***Institutional Service  
Wagon Maker Group***TITLE OF POSITIONS —****WAGONMAKER****DUTIES —***Definition:*

The duties of incumbents of these positions are to make and repair wagons and farm implements, where such work is not otherwise provided for, to perform routine handicraft work requiring skill and ability along lines of carpentry and to perform such other related work as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than two years of experience in carpentry or wheelwriting, and in addition not less than six months of experience in making and repairing wagons.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$720 to \$840, inclusive, with maintenance, with standard salary rates as follows: \$720, \$780, \$840.

**GRADE II (H 39 II)***Institutional Service  
Wagon Maker Group***TITLE OF POSITIONS —****WAGON WORKS — FOREMAN****DUTIES —***Definition:*

The duties of incumbents of these positions are to take charge of an institutional wagon works, the products of which are made primarily for other than local use, to plan, supervise, be responsible for and assist in the making of wagons, carts and other vehicles, to keep prescribed records, prepare estimates, and assume responsibility for and perform such other related work as may be required.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than three years of experience in the making of wagons, carts and other vehicles.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1680 to \$2160, inclusive, with standard salary rates as follows: \$1680, \$1800, \$1980, \$2160.



## **SKILLED LABOR SERVICE**

### **SYMBOL (J)**

*Definition:*

The term Skilled Labor Service is used to identify those authorized employments of the State Government, the incumbents of which are required to perform, or supervise the performance of, manual work requiring skill in a trade or handicraft.





## **ANIMAL HUSBANDRY GROUP (J 1)**

*Skilled Labor Service*  
*Animal Husbandry Group*

The term Animal Husbandry Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to take charge of an experiment station dairy, to conduct experiments in the raising, care and breeding of poultry, to prepare reports on the results of experiments and to perform other work relating to the problems and practices of animal husbandry ; or to operate a poultry farm.

**GRADE I (J 1 I)**

*Skilled Labor Service  
Animal Husbandry Group*

**TITLE OF POSITIONS —****POULTRYMAN****DUTIES —***Definition:*

The duties of incumbents of these positions are to supervise the work of a poultry farm, involving the operation of incubators and brooders, the breeding and feeding of poultry and the performance of other related work.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$840 to \$960, inclusive, with standard salary rates as follows: \$840, \$900, \$960.

**GRADE II (J 1 II)**

*Skilled Labor Service  
Animal Husbandry Group*

**TITLES OF POSITIONS—**

DAIRY FOREMAN  
POULTRY FOREMAN

**DUTIES—****DAIRY FOREMAN***Definition:*

The duties of the incumbent of this position, which require highly specialized knowledge of dairy husbandry and the manufacture of dairy products, are to take charge of an experiment station dairy, involving the supervision of employes, the direction of the purchase of food and the planning of rations for dairy cattle, to test the graduation of Babcock glassware and to perform such other related work as may be required.

**POULTRY FOREMAN***Definition:*

The duties of the incumbent of this position, which require a highly specialized knowledge of poultry husbandry, are to take charge of experiment work in the raising, breeding and care of poultry, to prepare reports on the results of experiments and to perform such other related work as may be required.

**QUALIFICATIONS—**

*Persons holding these positions shall have:*

1. Not less than three years of experience and technical training in work affording opportunity to become familiar with the problems and practices of animal husbandry with special reference to the requirements of the position to be filled.

2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION—**

The range of annual compensation of this Grade for full time service is from \$1200 to \$1800, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560, \$1680, \$1800.



## **ARTISAN FOREMAN GROUP (J 2)**

*Skilled Labor Service*

*Definition:*

*Artisan Foreman Group*

The term Artisan Foreman Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to supervise and be responsible for the activities of a shop or for units or sections of outside construction or maintenance work, which involve the services of carpenters, machinists, blacksmiths or other craftsmen and laborers.

**GRADE I (J 2 I)**

*Skilled Labor Service*  
*Artisan Foreman Group*

**TITLES OF POSITIONS —**

ARTISAN FOREMAN  
 DIVISION FOREMAN  
 SUPERVISOR OF OPERATION AND REPAIRS  
 (BRIDGE)

**DUTIES —***Definition:*

The duties of incumbents of these positions are to direct, under supervision, and be responsible for the activities of a shop or unit thereof; or a unit or section of outside construction or maintenance which involve the services of carpenters, machinists, blacksmiths or other craftsmen and laborers, in repairing and building lock gates, bridges, balance beams, paddles, reinforced concrete structures, foundations, resurfacing highways, etc.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such training as an apprentice to blacksmiths, machinists or carpenters as may be locally stipulated.
2. Not less than three years of experience in a general shop or in field work at one of the above trades.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1200 to \$1440, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440.

**GRADE II (J 2 II)**

*Skilled Labor Service  
Artisan Foreman Group*

**TITLES OF POSITIONS —**

**GENERAL ARTISAN FOREMAN  
SUPERINTENDENT OF REPAIRS**

**DUTIES —***Definition:*

The duties of incumbents of these positions which may involve supervision of employes in Grade I, are to direct and assume complete responsibility for the operation of construction or repair shops; or units or sections of other construction or repair work, which involve the services of carpenters, blacksmiths, machinists or other craftsmen and laborers.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least three years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1680 to \$2160, inclusive, with standard salary rates as follows: \$1680, \$1800, \$1980, \$2160.

**SPECIAL REGULATION GOVERNING THE MAXIMUM RATE —**

The maximum salary rate, \$2160, shall be assigned only to positions involving supervisory or independent responsibility. Such rate shall be designated after individual appraisal under the rules of the State Civil Service Commission, indicating that the rate so determined does not exceed the value of the work to be performed.





## **BLACKSMITH GROUP (J 3)**

*Skilled Labor Service  
Blacksmith Group*

***Definition:***

The term Blacksmith Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to make by hand and with such machinery as may be necessary, iron products used in building construction, in the upkeep of bridges, locks, etc., such as making drift bolts, "T" bolts, bridge rods, connecting rods, etc., to set horse shoes, to forge, shape and sharpen various tools and implements and to make and repair the iron and steel parts and appurtenances of vehicles, farm implements, machinery and tools.

**GRADE I (J 3 I)**

*Skilled Labor Service  
Blacksmith Group.*

**TITLE OF POSITIONS —****BLACKSMITH AND MACHINIST HELPER****DUTIES —***Definition:*

The duties of incumbents of these positions are to assist in the making or shaping of iron parts or tools used in building construction, and in the repair and maintenance of vehicles, bridges, locks, boats, etc., and to perform other work in which high skill of the craft is not required.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$540 to \$660, inclusive, with standard salary rates as follows: \$540, \$600, \$660.

The range of *per diem* compensation of this Grade is from \$2.00 to \$2.50, inclusive, with such intermediate rates as may be determined pursuant to the following regulation.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments on the basis of local conditions, subject to the rules of the State Civil Service Commission; provided that when the rates are annual they shall conform to the standard annual rates established above.

**GRADE II (J 3 II)**

*Skilled Labor Service*  
*Blacksmith Group*

**TITLE OF POSITIONS —****BLACKSMITH****DUTIES —***Definition:*

The duties of incumbents of these positions are to make iron products used in building construction, in the upkeep of bridges, locks, etc., and to perform other work pertaining to the blacksmithing trade.

*Examples:*

Making drift bolts, "T" bolts, connecting rods.  
 Making bridge rods, lock braces.  
 Sharpening and making tools.  
 Shoeing horses.  
 Repairing wagons.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$840 to \$1140, inclusive, with standard salary rates as follows: \$840, \$900, \$960, \$1020, \$1080, \$1140.

The range of *per diem* compensation of this Grade is from \$3.00 to \$4.00, with such intermediate rates as may be determined pursuant to the following regulation.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission; provided that when the rates are annual they shall conform to the standard annual rates established above.



## **BRICKLAYER GROUP (J 4)**

*Skilled Labor Service  
Bricklayer Group*

*Definition:*

The term Bricklayer Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to lay brick and to perform other work pertaining to the bricklaying trade.

**GRADE I (J 4 I)****TITLE OF POSITIONS —***Skilled Labor Service  
Bricklayer Group***BRICKLAYER****DUTIES —***Definition:*

The duties of incumbents of these positions are to lay brick to line and grade in or upon any structure or form of work; to do fireproofing, block arching, terra cotta cutting and setting; to lay and cut tile, plaster, mineral wool and cork blocks, or any substitute therefor; to cut, rub and grind brick; and to set cut stone trimmings on brick buildings.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such training as an apprentice as may be locally stipulated.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$1200 to \$1560, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560.

The range of *per diem* compensation of this Grade is from \$4.00 to \$5.50, inclusive, with such intermediate rates as may be determined pursuant to the following regulation.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission; provided that when the rates are annual they shall conform to the standard annual rates established above.

## **CARPENTER GROUP (J 5)**

*Skilled Labor Service  
Carpenter Group*

***Definition:***

The term Carpenter Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to construct or repair wooden structures, canal locks, boats, bridges, door frames, window cases and to make general repairs in woodwork.

**GRADE I (J 5 I)**

*Skilled Labor Service  
Carpenter Group*

**TITLE OF POSITIONS —****CARPENTERS HELPER****DUTIES —***Definition:*

The duties of incumbents of these positions are to assist in the construction and repair of wooden structures or to perform work of the craft which does not require high skill and ability.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$540 to \$660, inclusive, with standard salary rates as follows: \$540, \$600, \$660.

The range *per diem* compensation of this Grade is from \$2.00 to \$2.50, inclusive, with such intermediate rates as may be determined pursuant to the following regulation.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission; provided that when the rates are annual they shall conform to the standard annual rates established above.



**GRADE II (J 5 II)**

*Skilled Labor Service  
Carpenter Group*

**TITLE OF POSITIONS —****CARPENTER****DUTIES —***Definition:*

The duties of incumbents of these positions, which may involve supervision of other employes, are to construct or repair wooden structures and fixtures, and to make general repairs in woodwork.

*Examples:*

Repairing canal locks.  
Repairing boats.  
Repairing bridges.  
Repairing doors and windows.  
Constructing frames and cases.  
Constructing frame buildings.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such training as an apprentice as may be locally stipulated.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$900 to \$1320, inclusive, with standard salary rates as follows: \$900, \$960, \$1020, \$1080, \$1140, \$1200, \$1320.

The range of *per diem* compensation of this Grade is from \$3.00 to \$4.50, inclusive, with such intermediate rates as may be determined pursuant to the following regulation.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission; provided that when the rates are annual they shall conform to the standard annual rates established above.

**SPECIAL REGULATION GOVERNING THE MAXIMUM  
SALARY RATES—**

The maximum salary rates, \$1320 per annum and \$4.00, \$4.50 per diem, shall be assigned only to positions involving supervisory or independent responsibility. Such rates shall be designated after individual appraisal, under the rules of the State Civil Service Commission, indicating that the rate so determined does not exceed the value of the work to be performed.

## **CHAUFFEUR GROUP (J 6)**

*Skilled Labor Service  
Chauffeur Group*

***Definition:***

The term Chauffeur Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to operate and repair automobiles and motor trucks.

**GRADE I (J 6 I)**

*Skilled Labor Service  
Chauffeur Group*

**TITLE OF POSITIONS —****CHAUFFEUR****DUTIES —***Definition:*

The duties of incumbents of these positions are to operate, repair, clean, oil and maintain in good condition automobiles and motor trucks, to load, unload, check and make record of supplies transported, to keep daily record of odometer readings, time consumed, places visited, oil and gasoline consumed and detailed record expenses incurred in making repairs.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. A license to operate motor vehicles granted by the proper State authority.
2. Not less than one year of experience in operating and repairing motor vehicles.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

For Chauffeurs driving passenger carrying automobiles the range of annual compensation of this Grade for full time service is from \$960 to \$1440, inclusive, with standard salary rates as follows: \$960, \$1020, \$1080, \$1140, \$1200, \$1320, \$1440.

For Chauffeurs driving motor trucks the range of annual compensation of this Grade for full time service is from \$960 to \$1140, inclusive, with standard salary rates as follows: \$960, \$1020, \$1080, \$1140.

**SPECIAL REGULATION GOVERNING MAXIMUM SALARY RATE —**

The maximum salary rate, \$1440, shall be designated only, after individual appraisal under the rules of the State Civil Service Commission, indicating that the rate so determined does not exceed the value of the work to be performed.

## **CHAUFFEUR EXAMINER GROUP (J 7)**

*Skilled Labor Service*

*Definition:*

*Chauffeur Examiner Group*

The term Chauffeur Examiner Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to examine applicants for chauffeurs' licenses and to determine their fitness to operate motor vehicles.

**GRADE I (J 7 I)**

*Skilled Labor Service*  
*Chauffeur Examiner Group*

**TITLE OF POSITIONS —****CHAUFFEUR EXAMINER****DUTIES —***Definition:*

The duties of incumbents of these positions are to examine applicants for licenses to operate motor vehicles, by means of practical mechanical tests as to operation, and oral tests as to mechanism and road regulations, and to rate same for the purpose of determining the fitness of applicants to operate motor vehicles in the State of New York.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than two years of experience in operating and repairing motor vehicles.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1320 to \$1560, inclusive, with standard salary rates as follows: \$1320, \$1440, \$1560.

## **COOK GROUP (J 8)**

*Skilled Labor Service*  
*Cook Group*

***Definition:***

The term Cook Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to prepare and cook food, or supervise other employes in the preparation and cooking of food, either in a restaurant or for employes at isolated points and on boats and scows, and to perform such other work as may be directed.

**GRADE I (J 8 I)**

*Skilled Labor Service  
Cook Group*

**TITLE OF POSITIONS —**

**COOK**

**DUTIES —**

*Definition:*

The duties of incumbents of these positions are to prepare and cook food for employes at isolated points and on boats and scows, and to perform such other work as may be directed.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *monthly* compensation of this Grade for full time service is from \$15 to \$50, inclusive, with standard salary rates as follows: \$15, \$20, \$25, \$30, \$35, \$40, \$45, \$50.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



**GRADE II (J 8 II)***Skilled Labor Service  
Cook Group***TITLE OF POSITIONS —****CHEF****DUTIES —***Definition:*

The duties of incumbents of these positions, which may involve supervision of assigned employees, are to direct and assist in the preparation and cooking of food in a restaurant operated by the State.

**QUALIFICATIONS —**

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of per diem compensation of this Grade is from \$4.00 to \$5.00, inclusive, with standard salary rates as follows: \$4.00, \$4.50, \$5.00.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments on the basis of local conditions, subject to the rules of the State Civil Service Commission.



## **DIVER GROUP (J 9)**

*Skilled Labor Service*

*Definition:*

*Diver Group*

The term Diver Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to make surveys, investigations and repairs under water.

**GRADE I (J 9 I)***Skilled Labor Service  
Diver Group***TITLE OF POSITIONS —****DIVERS HELPER****DUTIES —***Definition:*

The duties of incumbents of these positions are to operate the air supply pipe and signal line, to interpret diver's signals, to supervise the operation of the air pump; and to perform such other duties as are necessary to insure the safety of diver and to assist him in his work.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Not less than one year of experience in operating air pumps for divers.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$720 to \$900, inclusive, with standard salary rates as follows: \$720, \$780, \$840, \$900.

The range of *per diem* compensation of this Grade is from \$2.50 to \$3.00, inclusive, with such intermediate rates as may be determined pursuant to the following regulation.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission; provided that when the rates are annual they shall conform to the standard annual rates established above.

**GRADE II (J 9 II)**

*Skilled Labor Service  
Diver Group*

**TITLE OF POSITIONS —****DIVER****DUTIES —***Definition:*

The duties of incumbents of these positions, which may involve supervision of other employes, are to make surveys, investigations, repairs; to handle a suction pump in the removal of debris; to arrange explosives in blasting, and to perform other work of a related character, under water.

**QUALIFICATIONS —**

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$960 to \$1260, inclusive, with standard salary rates as follows: \$960, \$1020, \$1140, 1260, with such intermediate rates as may be determined pursuant to the following regulation.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission.



## **ELECTRICIAN GROUP (J 10)**

*Definition:*

*Skilled Labor Service  
Electrician Group*

The term Electrician Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to maintain and repair electric circuits, to install wiring for new circuits, to repair generators, motors, switchboards or electric elevators, or to operate electrically driven machinery.

**GRADE I (J 10 I)**

*Skilled Labor Service  
Electrician Group*

**TITLES OF POSITIONS —**

WIREMAN  
LOCK OPERATOR

**DUTIES —**

*Definition:*

The duties of incumbents of these positions are to assist in or perform under supervision, work in maintaining and repairing electric circuits, installing wiring for new circuits, and in repairing generators, motors, switchboards and electric elevators; or to operate under supervision electrically driven machinery.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$840 to \$1140, inclusive, with standard salary rates as follows: \$840, \$900, \$960, \$1020, \$1080, \$1140.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission.



**GRADE II (J 10 II)***Skilled Labor Service  
Electrician Group***TITLES OF POSITIONS —****ELECTRICIAN  
ASSISTANT LOCK MASTER\*****DUTIES —***Definition:*

The duties of incumbents of these positions, which may involve supervision of other employes, are to maintain and repair electric circuits, to install wiring for new circuits; to repair generators, motors, switchboards and electric elevators; and to operate electrically driven machinery.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such training as an apprentice as may be locally stipulated.
2. Not less than three years of experience as a wireman or as a foreman of electrical workers, or in work of equivalent character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1200 to \$1560, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560.

**SPECIAL REGULATION GOVERNING THE MAXIMUM RATE —**

The maximum salary rate, \$1560, shall be assigned only to positions involving supervisory or independent responsibility. Such rate shall be designated after individual appraisal under the rules of the State Civil Service Commission, indicating that the rate so determined does not exceed the value of the work to be performed.

\* For Lock Master, see Grade II, Engineer Group, Professional and Scientific Service, Title, Junior Assistant Engineer (Electrical).

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission.

## **ELECTRICAL OPERATOR AND STEAM ENGINEMAN GROUP (J 11)**

*Skilled Labor Service*

*Definition: Electrical Operator and Steam Engineman Group*

The term Electrical Operator and Steam Engineman Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to operate and repair machinery used in the production of power, heat and light in buildings; or to stoke and fire boilers, regulate coal feed, adjust water feed and clean boilers, and to perform other duties in connection with the operation and maintenance of power plants.

**GRADE I (J 11 I)**

*Skilled Labor Service  
Electrical Operator and  
Steam Engineman Group*

**TITLES OF POSITIONS —**

ASSISTANT ELECTRICAL OPERATOR AND STEAM  
ENGINEMAN  
FIREMAN OF BOILERS

**DUTIES —***Definition:*

The duties of incumbents of these positions, which may involve supervision of other employes, are to assist in operating and repairing boilers, engines, generators and other equipment used in the lighting, heating, ventilating and elevator service of a building; or to fire boilers, weigh and make record of coal used, regulate coal feed, break fuel beds, adjust water feed and clean boilers.

**QUALIFICATIONS —**

ASSISTANT ELECTRICAL OPERATOR AND  
STEAM ENGINEMAN

*Persons holding these positions shall have:*

1. Not less than two years of experience in operating engines and electrical machinery, such as generators, motors and switchboards.
2. Not less than one year of experience as a fireman of boilers.
3. Such additional qualifications as may be required by the State Civil Service Commission.

FIREMAN OF BOILERS

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

ASSISTANT ELECTRICAL OPERATOR AND  
STEAM ENGINEMAN

The range of annual compensation of this position in this Grade for full time service is from \$840 to \$1080, inclusive, with standard salary rates as follows: \$840, \$900, \$960, \$1020, \$1080.

**FIREMAN OF BOILERS**

The range of annual compensation of this position in this Grade for full time service is from \$840 to \$1020, inclusive, with standard salary rates as follows: \$840, \$900, \$960, \$1020.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission.

**GRADE II (J 11 II)**

*Skilled Labor Service  
Electrical Operator and  
Steam Engineman Group*

**TITLE OF POSITIONS —****ELECTRICAL OPERATOR AND STEAM ENGINEMAN****DUTIES —***Definition:*

The duties of incumbents of these positions are to direct and be responsible for, under the supervision of an engineer, the work of a shift in a large power house; or to assume entire responsibility of a small power plant operating engines, boilers, generators and other equipment used in the heating, lighting, ventilating or elevator service of a building.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for the assistant electrical operator and steam engineman in Grade I.
2. Not less than two years of service in Grade I as an Assistant Electrical Operator and Steam Engineman, or if appointed otherwise than by promotion from Grade I, at least two years of experience in similar work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1140 to \$1440, inclusive, with standard salary rates as follows: \$1140, \$1200, \$1320, \$1440.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission.

## **ELEVATORMAN GROUP (J 12)**

*Definition:*

*Skilled Labor Service  
Elevatorman Group*

The term Elevatorman Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to operate electrical or hydraulic freight or passenger elevators and to do incidental work in directing persons visiting public buildings.

**GRADE I (J 12 I)**

*Skilled Labor Service  
Elevatorman Group*

**TITLE OF POSITIONS —****ELEVATORMAN****DUTIES —***Definition:*

The duties of incumbents of these positions are to operate electrical or hydraulic freight and passenger elevators and to do incidental work in directing persons visiting public buildings.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$720 to \$960, inclusive, with standard salary rates as follows: \$720, \$780, \$840, \$900, \$960.



## **EXHIBIT WORKER GROUP (J 13)**

*Skilled Labor Service  
Exhibit Worker Group*

*Definition:*

The term Exhibit Worker Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to perform work involved in the packing, shipping and installing of departmental exhibits and in securing co-operation and publicity in the localities in which the exhibits are to be given.

**GRADE I (J 13 I)**

*Skilled Labor Service  
Exhibit Worker Group*

**TITLE OF POSITIONS —****EXHIBIT WORKER****DUTIES —***Definition:*

The duties of incumbents of these positions, which are performed under direction, are to pack, ship and install departmental exhibits, to arrange for publicity through local newspapers and officials, to distribute posters, placards and hand bills, and to perform other related duties in stimulating public interest in departmental exhibits.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$720 to \$900, inclusive, with standard salary rates as follows: \$720, \$780, \$840, \$900.

## **FISH HATCHERY FOREMAN GROUP (J 14)**

***Definition:*** *Fish Hatchery Foreman Group*  
*Skilled Labor Service*

The term Fish Hatchery Foreman Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to supervise the work of a fish hatchery, involving the breeding and feeding of fish.

**GRADE I (J 14 I)***Skilled Labor Service***TITLE OF POSITIONS —***Fish Hatchery Foreman Group***FISH HATCHERY FOREMAN****DUTIES —***Definition:*

The duties of incumbents of these positions are to supervise the work of a fish hatchery, involving the breeding and feeding of fish.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$960 to \$1140, inclusive, with standard salary rates as follows: \$960, \$1020, \$1080, \$1140.

## **FLORIST AND GARDENER GROUP (J 15)**

*Skilled Labor Service*

*Florist and Gardener Group*

***Definition:***

The term Florist and Gardener Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to propagate and cultivate flowers, hardy annuals, hot house and other plants, and to supervise or assist in the care of lawns and grounds.

**GRADE I (J 15 I)**

*Skilled Labor Service  
Florist and Gardener Group*

**TITLE OF POSITIONS —****FLORIST AND GARDENER****DUTIES —***Definition:*

The duties of incumbents of these positions, which may involve supervision of employees, are to propagate and cultivate flowers, hardy annuals, hot house and other plants, and to supervise or assist in the care of lawns and grounds.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$960 to \$1200, inclusive, with standard salary rates as follows: \$960, \$1020, \$1080, \$1140, \$1200.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **JANITOR GROUP (J 16)**

***Definition:***

*Skilled Labor Service  
Janitor Group*

The term Janitor Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to be responsible for the maintenance, heating, cleaning, general care and protection of buildings owned by the State and to assist in keeping order and in directing persons visiting public buildings.

**GRADE I (J 16 I)**

*Skilled Labor Service  
Janitor Group*

**TITLE OF POSITIONS —****JANITOR-CUSTODIAN****DUTIES —***Definition:*

The duties of incumbents of these positions are to be responsible for the maintenance and cleaning of buildings controlled by the State, to make minor repairs to heating, electrical and plumbing equipment where required, to assist in keeping order and in directing persons visiting public buildings.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$840 to \$1320, inclusive, with standard salary rates as follows: \$840, \$900, \$960, \$1020, \$1080, \$1140, \$1200, \$1320.

**SPECIAL REGULATION GOVERNING THE LAST TWO SALARY RATES —**

The last two salary rates, \$1200 and \$1320, shall be assigned only to positions involving supervisory or independent responsibility. Such rates shall be designated after individual appraisal under the rules of the State Civil Service Commission, indicating that the rate so determined does not exceed the value of the work to be performed.



## **MACHINIST GROUP (J 17)**

*Skilled Labor Service  
Machinist Group*

***Definition:***

The term Machinist Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to repair, erect, assemble or dismantle machinery or parts thereof, such as pumps, engines, elevators, canal locks, bridges, etc., and to make other minor repairs requiring a machine shop training.

**GRADE I (J 17 I)**

*Skilled Labor Service  
Machinist Group*

**TITLE OF POSITIONS —**

**BLACKSMITH AND MACHINIST HELPER**

**DUTIES —***Definition:*

The duties of incumbents of these positions are to assist in the making or shaping of iron parts or tools used in building construction, and in the repair and maintenance of vehicles, bridges, locks, boats, etc., and to perform other work in which high skill of the craft is *not* required.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$540 to \$660, inclusive, with standard salary rates as follows: \$540, \$600, \$660.

The range of *per diem* compensation of this Grade is from \$2.00 to \$2.50, inclusive, with such intermediate rates as may be determined pursuant to the following regulation.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission, except that when the rates are annual they shall conform to the standard annual rates established above.

**GRADE II (J 17 II)**

*Skilled Labor Service*  
**Machinist Group**

**TITLE OF POSITIONS —****MACHINIST****DUTIES —***Definition:*

The duties of incumbents of these positions, which may involve supervision of other employes, are to repair, erect, assemble or dismantle machinery or parts thereof, such as pumps, engines, elevators, canal locks, bridges, etc., and to make such minor repairs of parts requiring a machine shop training.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such training as an apprentice as may be locally stipulated.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$900 to \$1440, inclusive, with standard salary rates, as follows: \$900, \$960, \$1020, \$1080, \$1140, \$1200, \$1320, \$1440.

The range of *per diem* compensation for this Grade is from \$3.00 to \$5.00, inclusive, with such intermediate rates as may be determined pursuant to the following regulation.

**SPECIAL REGULATION GOVERNING THE LAST TWO RATES —**

The last two salary rates, \$1320, and \$1440, be assigned only to positions involving supervisory or independent responsibility. Such rates shall be designated after individual appraisal under the rules of the State Civil Service Commission, indicating that the rate so determined does not exceed the value of the work to be performed.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission; provided that when the rates are annual they shall conform to the standard annual rates established above.

## **MACHINE WORKER GROUP (J 18)**

***Definition:***

***Skilled Labor Service  
Marine Worker Group***

The term Marine Worker Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to have special training in the navigation of steam or mechanically propelled craft, and to perform services pertaining to the operation of water craft.

**GRADE I (J 18 I)**

*Skilled Labor Service  
Marine Worker Group*

**TITLES OF POSITIONS —**

MARINE FIREMAN  
DREDGE OPERATOR  
MATE

**DUTIES —****MARINE FIREMAN***Definition:*

The duties of incumbents of these positions are to maintain proper steam pressure in marine boilers, to regulate water feed and to operate the engines of small craft, which do not come under the regulations of the Federal Department of Commerce and Labor.

**DREDGE OPERATOR***Definition:*

The duties of incumbents of these positions are to operate the engines and other mechanical devices used in removing sand, mud and debris from the channels of navigation.

**MATE***Definition:*

The duties of incumbents of these positions are to direct and supervise the work of subordinate employees, to manipulate the steering wheel and signal apparatus when required, and to assist the Captain or Pilot, generally, in the management of the boat.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$720 to \$1140, inclusive, with standard salary rates as follows: \$720, \$780, \$840, \$900, \$960, \$1020, \$1080, \$1140.

The range of *per diem* compensation of this Grade is from \$2.50 to \$4.00 inclusive, with such intermediate rates as may be determined pursuant to the following regulation:

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission; provided that when the rates are annual they shall conform to the standard annual rates established above.

**GRADE II (J 18 II)**

*Skilled Labor Service  
Marine Worker Group*

**TITLES OF POSITIONS —**

CAPTAIN  
PILOT  
MARINE ENGINEMAN

**DUTIES —**

CAPTAIN  
PILOT

*Definition:*

The duties of incumbents of these positions are to command or steer craft used in the transportation of passengers or freight or in construction work; to tow scows or dredges and to supervise work in connection with same.

MARINE ENGINEMAN

*Definition:*

The duties of incumbents of these positions are to operate engines and assume responsibility for engines and boilers on craft coming within the jurisdiction of the Federal Department of Commerce and Labor.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the Federal Department of Commerce and Labor.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

CAPTAIN  
PILOT

The range of annual compensation of these positions in this Grade for full time service is from \$900 to \$1560, inclusive, with standard salary rates as follows: \$900, \$960, \$1020, \$1080, \$1140, \$1200, \$1320, \$1440, \$1560.

MARINE ENGINEMAN

The range of annual compensation of this position in this Grade for full time service is from \$1320 to \$1560, inclusive, with standard salary rates as follows: \$1320, \$1440, \$1560.



**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission.



## **MARITIME HEALTH GUARD GROUP (J 19)**

*Skilled Labor Service*

*Definition:*

*Maritime Health Guard Group*

The term Maritime Health Guard Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to count and arrange passengers and crews on vessels for medical inspection, to perform or supervise disinfections and fumigations of vessels, to exercise police authority in enforcing the provisions of the Quarantine Law, to perform incidental clerical work and such other related duties as may be assigned.

**GRADE I (J 19 I)**

*Skilled Labor Service  
Maritime Health Guard Group*

**TITLE OF POSITIONS —****MARITIME HEALTH GUARD****DUTIES —***Definition:*

The duties of incumbents of these positions are to count and arrange passengers and crews on vessels for medical inspection, to perform or supervise disinfections and fumigations of vessels, to exercise police authority in enforcing the provisions of the Quarantine Law, to perform incidental clerical work and such other related duties as may be assigned.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than one year of experience in work affording an opportunity to become familiar with the type of work covered in the position to be filled.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$840 to \$1080, inclusive, with standard salary rates as follows: \$840, \$900, \$960, \$1020, \$1080.

## **MISCELLANEOUS SKILLED LABORER GROUP (J 20)**

*Skilled Labor Service*

*Definition:*

*Miscellaneous Skilled Laborer Group*

The term Miscellaneous Skilled Laborer Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to perform manual work requiring skill in a trade or handicraft, which is not defined in other skilled Labor Groups, or to supervise the performance of work which may or may not be included in the other Groups of the Skilled or Unskilled Labor Services.

**GRADE I (J 20 I)***Skilled Labor Service***TITLE OF POSITIONS —***Miscellaneous Skilled Laborer Group***MISCELLANEOUS SKILLED LABORER****DUTIES —***Definition:*

The duties of incumbents of these positions are to perform manual work requiring skill in a trade or handicraft which is not defined in other Groups of this Service, or to supervise the performance of work which may or may not be included in the other Groups of the Skilled or Unskilled Labor Service.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$720 to \$1440, inclusive, with standard salary rates as follows: \$720, \$780, \$840, \$900, \$960, \$1020, \$1080, \$1140, \$1200, \$1320, \$1440.

The range of *per diem* compensation of this Grade is from \$2.25 to \$5.00, inclusive, with such intermediate standard rates as may be determined pursuant to the following regulation.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission; provided that when the rates are annual they shall conform to the standard annual rates established above.

## **NURSERY FOREMAN GROUP (J 21)**

*Definition:*

*Skilled Labor Service  
Nursery Foreman Group*

The term Nursery Foreman Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to supervise and make seed beds, to cultivate, transplant and prepare plants for shipment, to perform other related work, and to give instruction in these and related subjects at fairs and Farmers' Institutes.

**GRADE I (J 21 I)**

*Skilled Labor Service  
Nursery Foreman Group*

**TITLE OF POSITIONS —****NURSERY FOREMAN****DUTIES —***Definition:*

The duties of incumbents of these positions are to supervise and make seed beds; to cultivate, transplant and prepare plants for shipment; to give instruction in these and related subjects at fairs and Farmers' Institutes, and to perform other related work.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$720 to \$960, inclusive, with standard salary rates as follows: \$720, \$780, \$840, \$900, \$960.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments on the basis of local conditions, subject to the rules of the State Civil Service Commission.



## **PAINTER GROUP (J 22)**

***Definition:***

*Skilled Labor Service  
Painter Group*

The term Painter Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to perform work pertaining to the painting trade and its allied specialties, such as lettering, decorating and striping.

**GRADE I (J 22 I)***Skilled Labor Service  
Painter Group***TITLE OF POSITIONS —****PAINTER****DUTIES —***Definition:*

The duties of incumbents of these positions are to mix paints and colors in proper proportions; to do exterior and interior painting, varnishing, or lettering, and other related work.

*Examples:*

Painting floors, cases, desks, walls, ceilings.  
Refinishing chairs, desks, etc.  
Painting boats, wagons, sleighs, bridges.  
Writing signs.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such training as an apprentice as may be locally stipulated.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$720 to \$1140, inclusive, with standard salary rates as follows: \$720, \$780, \$840, \$900, \$960, \$1020, \$1080, \$1140.

The range of *per diem* compensation of this Grade is from \$2.50 to \$4.00, inclusive, with such intermediate rates as may be determined pursuant to the following regulation.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission; provided that when the rates are annual they shall conform to the standard annual rates established above.

**GRADE II (J 22 II)**

*Skilled Labor Service  
Painter Group*

**TITLE OF POSITIONS —****FOREMAN PAINTER****DUTIES —***Definition:*

The duties of incumbents of these positions are to paint and supervise the work of painters; to lay out and plan work, estimate quantity and quality of paint necessary for jobs; and to keep and report on the time of men working under their supervision.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. The minimum qualifications prescribed for Grade I.
2. Not less than two years of service in Grade I, or if appointed otherwise than by promotion from Grade I, at least two years of experience in work of Grade I character and standard.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$1140 to \$1320, inclusive, with standard salary rates as follows: \$1140, \$1200, \$1320.

The range of *per diem* compensation of this Grade is from \$4.00 to \$4.50, inclusive, with such intermediate rates as may be determined pursuant to the following regulation.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission; provided that when the rates are annual they shall conform to the standard annual rates established above.



## **PHOTOGRAPHER GROUP (J 23)**

***Definition:***

***Skilled Labor Service  
Photographer Group***

The term Photographer Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to make photographic exposures, to develop and make prints from photographic negatives, to make lantern slides and enlargements, to operate a photostat, and to prepare from basic salts chemical solutions used in photographic work.

**GRADE I (J 23 I)***Skilled Labor Service  
Photographer Group***TITLE OF POSITIONS —****PHOTOGRAPHER****DUTIES —***Definition:*

The duties of incumbents of these positions are to make photographic exposures, to develop, fix, re-touch and make prints from photographic negatives; to make lantern slides; to make bromide enlargements; to operate a photostat; to make black line prints, and to prepare solutions from salts or from basic components.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than three years of experience in the practice of photography.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

For Photographers performing ordinary work the range of annual compensation of this Grade for full time service is from \$960 to \$1320, inclusive, with standard salary rates as follows: \$960, \$1020, \$1080, \$1200, \$1320.

For Photographers performing subterranean work the range of annual compensation of this Grade for full time service is from \$1800 to \$2340, inclusive, with standard salary rates as follows: \$1800, \$1980, \$2160, \$2340.

## **PLUMBER AND STEAMFITTER GROUP (J 24)**

*Skilled Labor Service*

*Definition:*

*Plumber and Steamfitter Group*

The term Plumber and Steamfitter Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to repair and install piping of gas, water, vent and steam lines and to install radiators and plumbing fixtures.

**GRADE I (J 24 I)***Skilled Labor Service**Plumber and Steamfitter Group***TITLES OF POSITIONS —**

PLUMBERS HELPER

STEAMFITTERS HELPER

PLUMBERS AND STEAMFITTERS HELPER

**DUTIES —***Definition:*

The duties of incumbents of these positions are to assist in the repair and installation of gas, water, vent steam pipe lines, radiators and plumbing fixtures.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$540 to \$660, inclusive, with standard salary rates as follows: \$540, \$600, \$660.

The range of *per diem* compensation of this Grade is from \$2.00 to \$2.50, inclusive, with such intermediate rates as may be determined pursuant to the following regulation.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission; provided that when the rates are annual they shall conform to the standard annual rates established above.



**GRADE II (J 24 II)***Skilled Labor Service**Plumber and Steamfitter Group***TITLES OF POSITIONS —**

PLUMBER

STEAMFITTER

PLUMBER AND STEAMFITTER

**DUTIES —***Definition:*

The duties of incumbents of these positions are to install and repair piping for gas, water, vent and steam lines; to install and repair faucets, valves, radiators and steam mains, or both, and to perform other related work.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such training as an apprentice as may be locally stipulated.
2. A license to practice plumbing where such license is required by the local public authorities.
3. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$960 to \$1440, inclusive, with standard salary rates as follows: \$960, \$1080, \$1200, \$1320, \$1440.

The range of *per diem* compensation of this Grade is from \$3.00 to \$5.00, inclusive, with such intermediate rates as may be determined pursuant to the following regulation.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission; provided that when the rates are annual they shall conform to the standard annual rates established above.



## **PREPARATOR GROUP (J 25)**

*Definition:*

*Skilled Labor Service  
Preparator Group*

The term Preparator Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to prepare and mount fossils or other specimens, to make models, plaster casts and maps or to perform other duties in connection with the preparation and repair of material for museum display.

**GRADE I (J 25 I)***Skilled Labor Service  
Preparator Group***TITLE OF POSITIONS —****PREPARATOR****DUTIES —***Definition:*

The duties of incumbents of these positions are to prepare and mount fossils or other specimens, to make models, plaster casts and maps or to perform other duties in connection with the preparation and repair of material for museum display.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$840 to \$1200, inclusive, with standard salary rates as follows: \$840, \$900, \$960, \$1020, \$1080, \$1140, \$1200.

**SPECIAL REGULATION GOVERNING THE MAXIMUM RATE —**

The maximum salary rate, \$1200, shall be assigned only to positions involving supervisory or independent responsibility. Such rate shall be designated after individual appraisal under the rules of the State Civil Service Commission, indicating that the rate so determined does not exceed the value of the work to be performed.

## **PRINTER GROUP (J 26)**

*Skilled Labor Service*

***Definition:***

*Printer Group*

The term Printer Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to perform work pertaining to the printing trade.

**GRADE I (J 26 I)**

*Skilled Labor Service  
Printer Group*

**TITLE OF POSITIONS —****APPRENTICE TO COMPOSITOR****DUTIES —***Definition:*

The duties of incumbents of these positions are to assist a compositor by setting type and attending to a press when printing.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$600 to \$720, inclusive, with standard salary rates as follows: \$600, \$660, \$720.

**GRADE II (J 26 II)**

*Skilled Labor Service  
Printer Group*

**TITLE OF POSITIONS —**

COMPOSITOR (EXAMINATION PAPERS)

**DUTIES —**

*Definition:*

The duties of incumbents of these positions are to distribute and set up type, prepare forms and operate printing machinery in the preparation of examination papers, to read proof thereof and correct errors therein.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1200 to \$1560, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560.





## **SEAMSTRESS GROUP (J 27)**

*Skilled Labor Service  
Seamstress Group*

*Definition:*

The term Seamstress Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to make and repair flags, shades, sew carpets, curtains, portieres, etc., and perform other related work.

**GRADE I (J 27 I)**

*Skilled Labor Service  
Seamstress Group*

**TITLE OF POSITIONS —****SEAMSTRESS****DUTIES —***Definition:*

The duties of incumbents of these positions are to make and repair flags, shades, sew carpets, curtains, portieres, etc., and perform other related work.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$480 to \$540, inclusive, with standard salary rates as follows: \$480, \$540.

The range of *per diem* compensation of this Grade is from \$1.75 to \$2.00, inclusive, with standard salary rates as follows: \$1.75, \$2.00.

## **SHEET METAL WORKER AND ROOFER GROUP (J 28)**

*Skilled Labor Service*

*Definition:*

*Sheet Metal Worker and Roofer Group*

The term Sheet Metal Worker and Roofer Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to repair and lay tin, copper or slate roofs, to make or repair leaders, gutters and flashings used on buildings, and to manufacture or repair articles made of sheet metal.

**GRADE I (J 28 I)***Skilled Labor Service***TITLE OF POSITIONS —** *Sheet Metal Worker and Roofer Group***ROOFERS HELPER AND RIGGER****DUTIES —***Definition:*

The duties of incumbents of these positions are to assist in repairing tin, copper or slate roof and in making and repairing gutters, leaders and flashings; to erect derricks, rigging, scaffolds, and to perform other work in which rope appliances are used.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$900 to \$1080, inclusive, with standard salary rates as follows: \$900, \$960, \$1020, \$1080.

The range of *per diem* compensation of this Grade is from \$2.75 to \$3.50, inclusive, with such intermediate rates as may be determined pursuant to the following regulation.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission; provided that when the rates are annual they shall conform to the standard annual rates established above.

**GRADE II (J 28 II)***Skilled Labor Service***TITLE OF POSITIONS —** *Sheet Metal Worker and Roofer Group***SHEET METAL WORKER AND ROOFER****DUTIES —***Definition:*

The duties of incumbents of these positions are to repair and lay tin, copper or slate roofs, to make or repair leaders, gutters and flashings, and to manufacture and repair articles made of sheet metal, and to perform other related work.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such training as an apprentice as may be locally stipulated.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$1200 to \$1440, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440.

The range of *per diem* compensation of this Grade is from \$4.00 to \$5.00, inclusive, with such intermediate rates as may be determined pursuant to the following regulation.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission; provided that when the rates are annual they shall conform to the standard annual rates established above.



## **STEAM ROLLER ENGINEMAN GROUP (J 29)**

*Skilled Labor Service*

*Steam Roller Engineman Group*

***Definition:***

The term Steam Roller Engineman Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to operate and repair steam rollers used in building or resurfacing macadam roads, asphalt, bitulithic or other bituminous street or highway surfaces.

**GRADE I (J 29 I)**

*Skilled Labor Service*  
*Steam Roller Engineman Group*

**TITLE OF POSITIONS —****STEAM ROLLER ENGINEMAN****DUTIES —***Definition:*

The duties of incumbents of these positions are to operate and repair steam rollers used in building or resurfacing macadam roads, asphalt, bitulithic or other bituminous street or highway surfaces.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. At least one year of experience in operating a steam roller on highway work or in the street department of a municipality.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$900 to \$1020, inclusive, with standard salary rates as follows: \$900, \$960, \$1020.

The range of *per diem* compensation of this Grade is from \$3.00 to \$3.50, inclusive, with such intermediate rates as may be determined pursuant to the following regulation:

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission; provided that when the rates are annual they shall conform to the standard annual rates established above.



## **STONE MASON AND STONECUTTER GROUP (J 30)**

*Skilled Labor Service*

*Definition:*

*Stone Mason and Stonecutter Group*

The term Stone Mason and Stonecutter Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to cut, lay, dress and set granite, limestone and other hard stones for curbs, walks and steps, to set tiles, and to polish stone masonry.

**GRADE I (J 30 I)***Skilled Labor Service***TITLE OF POSITIONS —***Stone Mason and Stonecutter Group***STONE MASON AND STONE CUTTER  
DUTIES —***Definition:*

The duties of incumbents of these positions are to cut, lay, dress and set granite, limestone and other hard stones for curbs, walks and steps, to repair tile and marble floors and to polish stone masonry.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such training as an apprentice as may be locally stipulated.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of *annual* compensation of this Grade for full time service is from \$1200 to \$1560, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560.

The range of *per diem* compensation of this Grade is from \$4.00 to \$5.50, inclusive, with such intermediate rates as may be determined pursuant to the following regulation.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments, on the basis of local conditions, subject to the rules of the State Civil Service Commission; provided that when the rates are annual they shall conform to the standard annual rates established above.

## **TAXIDERMIST GROUP (J 31)**

*Skilled Labor Service  
Taxidermist Group*

***Definition:***

The term Taxidermist Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to mount dead birds, fishes and animals in a lifelike manner for the purpose of exhibition.

**GRADE I (J 31 I)**

*Skilled Labor Service  
Taxidermist Group*

**TITLE OF POSITIONS —****TAXIDERMIST****DUTIES —**

*Definition:*

The duties of incumbents of these positions are to mount dead birds, fishes and animals for the purpose of exhibition and to be responsible for the care of same.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$840 to \$1200, inclusive, with standard salary rates as follows: \$840, \$900, \$960, \$1020, \$1080, \$1140, \$1200.

## **TECHNICAL ASSISTANT GROUP (J 32)**

*Skilled Labor Service*

*Definition:*

*Technical Assistant Group*

The term Technical Assistant Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to perform, under supervision, simple technical laboratory procedure not requiring specialized educational training.

**GRADE I (J 32 I)**

*Skilled Labor Service  
Technical Assistant Group*

**TITLE OF POSITION —****TECHNICAL ASSISTANT****DUTIES —***Definition:*

The duties of incumbents of these positions are to perform, under supervision, the technical duties for which they have qualified, in the routine and research work of a pathological, bacteriological, serological or chemical laboratory.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Not less than two years of training and experience in a laboratory of recognized standing in work affording opportunity to become familiar with technical laboratory procedure, but not requiring high educational qualifications.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$600 to \$1020, inclusive, with standard salary rates as follows: \$600, \$660, \$720, \$840, \$960, \$1020.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## UPHOLSTERER GROUP (J 33)

*Skilled Labor Service*

*Definition:*

*Upholsterer Group*

The term Upholsterer Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to perform work pertaining to the upholstering trade.

**GRADE I (J 33 I)***Skilled Labor Service  
Upholsterer Group***TITLE OF POSITIONS —****UPHOLSTERER****DUTIES —***Definition:*

The duties of incumbents of these positions are to make, mend or repair all kinds of cushions, seats and other similar articles.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$900 to \$1020, inclusive, with standard salary rates as follows: \$900, \$960, \$1020.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SALARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.



## **SUPERINTENDENT OF GAME BIRD FARM GROUP**

### **(J 34)**

*Skilled Labor Service*

*Definition:*

*Superintendent of Game Bird Farm Group*

The term Superintendent of Game Bird Farm Group is used to identify those authorized employments of the Skilled Labor Service, the incumbents of which are required to supervise the State game bird farm, involving the rearing, protection and treatment of game birds and the general management of the farm.

**GRADE I (J 34 I)***Skilled Labor Service***TITLE OF POSITION —** *Superintendent of Game Bird Farm Group***SUPERINTENDENT OF GAME BIRD FARM  
DUTIES —***Definition:*

The duties of the incumbent of this position, which involve general supervision of the State Game Bird Farm, are to be responsible for the rearing, protection and treatment of game birds, and, subject to departmental regulation, to perform the details of the farm management.

**QUALIFICATIONS —**

*The person holding this position shall have:*

1. Not less than five years of practical experience in the management and operation of a game farm, or a game preserve.
2. Such additional qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$1560 to \$2160, inclusive, with standard salary rates as follows: \$1560, \$1680, \$1800, \$1980, \$2160.

**SPECIAL REGULATION GOVERNING ADVANCEMENT SAL-  
ARY RATES —**

Advancement within this Grade is conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **LABOR SERVICE**

(SYMBOL K)

*Definition:*

The term Labor Service is used to identify those authorized employments of the State government, the incumbents of which are required to perform or supervise the performance of routine unskilled manual work not covered in any other Service specification.



## **LABORER GROUP (K 1)**

*Labor Service  
Laborer Group.*

*Definition:*

The term Laborer Group is used to identify those authorized employments of the Labor Service, the incumbents of which are required to perform, or supervise the performance of routine unskilled manual work not covered in any other Group specification.

**GRADE I (K 1 I)**

*Labor Service  
Laborer Group.*

**TITLES OF POSITIONS —****LABORER****DUTIES —***Definition:*

The duties of incumbents of these positions, which may involve supervision of employes, are to perform routine unskilled manual work not covered in any other Group specification.

**QUALIFICATIONS —***Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —**

The range of annual compensation of this Grade for full time service is from \$480 to \$900, inclusive, with standard salary rates as follows: \$480, \$540, \$600, \$660, \$720, \$780, \$840, \$900.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments on the basis of local conditions, subject to the rules of the State Civil Service Commission, and are conditional upon appraisal under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

**GRADE II (K 1 II)***Labor Service  
Laborer Group.***TITLES OF POSITIONS —**

FOREMAN OF LABOR  
ATTENDANT (MANSION)  
CHIEF ORDERLY (CAPITOL)

**DUTIES —***Definition:*

The duties of incumbents of these positions are to supervise the work of cleaners, laborers or other employes engaged in cleaning buildings, caring for grounds or maintenance and construction work.

**QUALIFICATIONS —**

*Persons holding these positions shall have:*

Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION —****FOREMAN OF LABOR**

The range of annual compensation of this position in this Grade for full time service is from \$900 to \$1200, inclusive, with standard salary rates as follows: \$900, \$960, \$1020, \$1080, \$1140, \$1200.

ATTENDANT (MANSION)  
CHIEF ORDERLY (CAPITOL)

The range of annual compensation of these positions in this Grade for full time service is from \$1200 to \$1560, inclusive, with standard salary rates as follows: \$1200, \$1320, \$1440, \$1560.

**SPECIAL REGULATION GOVERNING SALARY RATES —**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments on the basis of local conditions, subject to the rules of the State Civil Service Commission, and are conditional upon appraisal under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.





## **SPECIAL LABORER GROUP (K 2)**

*Labor Service*

*Definition:*

*Special Laborer Group.*

The term Special Laborer Group is used to identify those authorized employments of the Labor Service, the incumbents of which are required to clean and care for offices or laboratories, or to perform other manual duties not covered in the Laborer Group specification.

**GRADE I (K 2 I)**

*Labor Service*  
*Special Laborer Group.*

**TITLE OF POSITIONS —**

CLEANER (FEMALE)  
 ATTENDANT (FEMALE)  
 FOREWOMAN OF CLEANERS  
 GAUGE READER  
 LABORATORY HELPER  
 PORTER

**DUTIES —****CLEANER (FEMALE)***Definition:*

The duties of incumbents of these positions are to perform, under supervision, work involved in the scrubbing, mopping, washing, sweeping and dusting of offices, halls, corridors, etc.

**ATTENDANT (FEMALE)***Definition:*

The duties of incumbents of these positions are to care for retiring and rest rooms and to perform incidental work.

**FOREWOMAN OF CLEANERS***Definition:*

The duties of incumbents of these positions are to supervise and direct the work of cleaners (female).

**GAUGE READER***Definition:*

The duties of incumbents of these positions are to make periodic readings and records of water gauges on canals, reservoirs, rivers and feeders, and to make prescribed reports thereon.

**LABORATORY HELPER***Definition:*

The duties of incumbents of these positions are to clean laboratories and laboratory apparatus, to receive

and ship laboratory materials and outfits, to care for and feed experimental animals and to assist members of the laboratory staff in related work.

## PORTER

### *Definition:*

The duties of incumbents of these positions are to perform, under supervision, work involved in the scrubbing, mopping, washing and dusting of offices, halls, corridors, etc.

## QUALIFICATIONS —

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

## COMPENSATION —

### CLEANER (FEMALE)

The range of annual compensation of this position in this Grade for part time service of not less than twenty-four hours per week, is from \$300 to \$390, inclusive, with standard salary rates as follows: \$300, \$330, \$360, \$390.

### ATTENDANT (FEMALE)

The range of annual compensation of this position in this Grade for full time service is from \$480 to \$540, inclusive, with standard salary rates as follows: \$480, \$540.

### FOREWOMAN OF CLEANERS

The range of annual compensation of this position in this Grade, for part time service of not less than 24 hours per week is from \$480 to \$600, inclusive, with standard salary rates as follows: \$480, \$540, \$600.

### GAUGE READER

The range of monthly compensation of this position in this Grade for part time service is from \$4 to \$15.

**LABORATORY HELPER**

The range of annual compensation of this position in this Grade for full time service is from \$420 to \$600, inclusive, with standard salary rates as follows: \$420, \$480, \$540, \$600.

**PORTER**

The range of annual compensation of this position in this Grade for full time service is from \$600 to \$660, inclusive, with standard salary rates as follows: \$600, \$660.

**SPECIAL REGULATION GOVERNING SALARY RATES—**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments on the basis of local conditions, subject to the rules of the State Civil Service Commission, and are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **WATCHMAN GROUP (K 3)**

*Labor Service*  
*Watchman Group*

***Definition:***

The term Watchman Group is used to identify those authorized employments in the Labor Service, the incumbents of which are required to exercise vigilance in the protection of property owned, controlled by, or in the custody of the State, from theft, fire or other hazard and to perform cleaning and other light laboring work when required.

**GRADE I (K 3 I)**

*Labor Service  
Watchman Group*

**TITLES OF POSITIONS—**

**WATCHMAN  
ORDERLY**

**DUTIES—***Definition:*

The duties of incumbents of these positions are to exercise vigilance in the protection of property owned, controlled by, or in the custody of the State from theft, fire or other hazard and to perform cleaning and other light laboring work when required.

*Examples:*

Regulating water to proper level in the canal and keeping same free from refuse

Watching canal bank for leaks or defects, and repairing small breaks.

Lighting and keeping signal lamps in condition.

Making rounds of buildings.

**QUALIFICATIONS—**

*Persons holding these positions shall have:*

1. Such qualifications as may be required by the State Civil Service Commission.

**COMPENSATION—**

The range of annual compensation of this Grade for full time service is from \$480 to \$900, inclusive, with standard salary rates as follows: \$480, \$540, \$600, \$660, \$720, \$780, \$840, \$900.

**SPECIAL REGULATION GOVERNING SALARY RATES—**

The entrance and other salary rates of positions classified within this Grade shall be determined by departments on the basis of local conditions, subject to the rules of the State Civil Service Commission, and are conditional upon appraisal, under the rules of the State Civil Service Commission, indicating that the rates to be designated do not exceed the value of the work to be performed.

## **PART V.**

### **COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT.**

The following comparative analysis of present and proposed classification was prepared by the Committee's staff.

The work and duties performed by the officials and employes of the State government were analyzed and compared with the salary and grade standards which have been proposed. On the basis of such analysis, tentative appraisals have been made. The following classification sets forth the distinctive types of positions, by titles and salary rates, in the State service in reference to the grade and salary standards adopted by the Committee, for the purpose of presenting concretely the variety of titles on the one hand and the variety of salary rates on the other hand.

In interpreting this classification the following facts should be noted:

1. Distinctive types of positions only are included. The classification does not list each position. The appraisal of each individual position has been made and recorded on comparative schedules which have been the subject of conference with the departments.

2. The appraisals are tentative only, representing the value of the work being performed rather than the individual abilities of persons performing such work.

The attention of the Committee has been directed to the fact that there may be instances where injustice would be done by this classification to an individual whose peculiar personal qualifications and potential ability make him more valuable than would appear from his position. To discover such instances, if any

exist, is the purpose of the departmental conferences now in progress. Recognition by department heads, however, of the accuracy of the great body of these proposals shows that the instances of such injustice are few.

Assistance to the Legislature by way of further verifying and interpreting these appraisals will be one of the tasks of the Committee if the work is continued.



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**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT  
AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND  
EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

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MANAGERIAL SERVICE

COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF  
TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHORIZED POSITIONS. (EXISTING TITLES AND RATES ARE SHOWN OPPOSITE PROPOSED GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPRAISAL)				
Group	Grade	Titles and duties	COMPENSATION		Title	Rate		
			Range	Rates				
Department manager.....	I	Deputy commissioner.....	Such as may be prescribed by law or designated by departmental executives.	.....	Deputy commissioner.....	\$3,000		
		Deputy superintendent (departmental)			Deputy commissioner.....	4,000		
		Deputy comptroller			Deputy commissioner.....	5,000		
		Deputy secretary of state			Deputy commissioner.....	6,000		
		Deputy treasurer			Deputy commissioner.....	6,500		
		<i>Definition:</i> The duties of incumbents of these positions, which require a high degree of administrative ability, are to direct and control, individually or jointly, the activities of a State department, to advise in determining departmental policies, and to act as the highest official representative of the department during the absence of the executive.			Deputy superintendent.....	3,500		
		Deputy commissioner.....			Deputy state architect.....	5,000		
		Deputy superintendent (departmental).....			Superintendent's clerk.....	4,000		
		Deputy comptroller.....			Deputy comptroller.....	5,000		
		Deputy comptroller.....			Deputy comptroller.....	6,000		



MANAGERIAL SERVICE — Concluded  
COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF  
TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHORIZED POSITIONS (EXISTING TITLES AND RATES ARE SHOWN OPPOSITE PROPOSED GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPRAISAL)		
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Institution manager (Con't)	II	Warden.....	\$1,980-\$3,900 maintenance	\$1,980 2,100 2,340 2,580 2,820 3,060 3,300 3,540 3,900	Warden.....	\$3,500
		Superintendent institution.....				1,600 2,500 3,000 4,000 2,500
		Commandant (Soldiers' and Sailors' Home).....			..... and steward	2,500
		Superintendent (New York State Reformatory, Elmira, and Eastern New York Reformatory, Napanoch).....	4,200-4,800, maintenance	4,200 4,500 4,800	Commandant.....	2,500
		Definition: Incumbent of this position, degree of administrative approval of a higher direct and control the activities of the House reformatories at Elmira			Superintendent.....	5,000
		(New York State Reformatory, Elmira, and Eastern New York Reformatory, Napanoch).....	2,580-3,300, maintenance	2,580 2,820 3,060 3,300	Assistant superintendent.....	3,800
		The duties of incumbents of these positions, which require a high degree of administrative ability, are to assist in the direction and control of the activities of the House reformatories at Elmira and Napanoch				



CLERICAL SERVICE  
COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF  
TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES OF EXISTING AUTHORIZED POSITIONS. (EXISTING TITLES AND RATES ARE SHOWN OPPOSITE PROPOSED GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPRAISAL)	
Group	Grade	Titles and duties	COMPENSATION	
			Range	Rate
Bookkeeper . . . . .	I	Bookkeeper (institutional) Definition: The which entry of ac andl other clerical work of equivalent character and standard in keeping financial records or in preparing financial statements. Bookkeeper. . . . .	\$840-1,200	Bookkeeper. . . . . \$840
				Bookkeeper. . . . . 900
				Bookkeeper. . . . . 960
				Bookkeeper. . . . . 1,020
				Bookkeeper. . . . . 1,080
				Bookkeeper. . . . . 1,200
				Bookkeeper. . . . .
				Clerk. . . . .
				Clerk. . . . .
				Clerk. . . . .
				Clerk. . . . .
				Index and filing clerk. . . . .
				Recording clerk. . . . .
				Underwriting clerk. . . . .

I	Bookkeeper (institutional).....	960-1,080 with maintenance	960 1,020 1,080	Accountant..... Accountant..... Bookkeeper..... Bookkeeper..... Bookkeeper..... Bookkeeper..... Bookkeeper and storekeeper..... Telegrapher and clerk..... Accountant..... Accountant and transfer officer..... Assistant Comptroller's clerk..... Assistant financial clerk..... Assistant superintendent of industries..... Audit clerk..... Bookkeeper..... Bookkeeper..... Bookkeeper..... Bookkeeper..... Cashier..... Cashier..... Cashier..... Cashier..... Cashier..... Chief bookkeeper..... Chief of bureau..... Chief clerk..... Chief clerk and bookkeeper..... Clerk..... Clerk..... Clerk, and assistant deputy..... Entry clerk..... Financial clerk..... Head bookkeeper..... Inspector of reports and accounts.....	1,056 1,080 1,540 720 1,200 1,280 1,732 960 2,100 2,700 1,800 3,500 1,800 2,100 1,200 1,800 2,400 2,500 1,800 2,750 3,200 3,300 3,500 2,500 4,250 1,700 2,000 2,000 2,100 3,000 2,500 3,600 2,700 2,000
II	Senior bookkeeper..... Definition: The duties of incumbents of these positions, which require a high degree of specialized training or supervisory ability, are to supervise a unit of organization charged with the keeping of financial records; to keep controlling or involved financial records; or to prepare balance sheets, special financial and other intricate statements and reports.	1,320-2,160	1,320 1,440 1,560 1,680 1,800 1,980 2,160	Clerk..... Junior clerk..... Junior clerk..... Junior clerk..... Laborer..... Laborer..... Laborer..... Laborer, fourth grade..... Messenger..... Office boy..... Page.....	480 420 480 520 480 600 730 720 480 360 360
I	Page..... Page, (Institutional) Definition: The duties of incumbents of these positions are to perform, under supervision, the simplest kinds of office work. Page.....	360-480	360 420 480		

**CLERICAL SERVICE — Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES OF EXISTING AUTHORIZED POSITIONS. (EXISTING TITLES AND RATES)	
Group	Grade	Titles and duties	CLASSIFIED AFTER APPRAISAL	
			Range	Rate
Clerk (Continued) .....	I	.....	\$300-480	Page..... \$420
		.....		Page..... 480
		.....		Page..... 600
		.....		Page, second grade..... 480
	II	Page (Institutional).....	216-288	Page boy..... 240
		Junior clerk.....		Stenographer, second grade..... 480
		Junior clerk (Institutional).....		Page..... 420
		Definition: The duties of incumbents of these positions are to perform, under supervision, routine clerical work of minor consequence but requiring some skill and experience.		
		Junior clerk.....	540-780	Assistant timekeeper..... 720
				Assistant timekeeper..... 1,200
				Azarah..... 750
				Azarah..... 780
				Bank messenger..... 1,200
				Bookkeeper..... 720
				Cashier..... 800
				Clerk..... 600
				Clerk..... 720
				Clerk..... 900
				Clerk..... 1,100
				Clerk..... 1,200
				Clerk, third grade..... 1,600
				Clerk, fourth grade..... 720





CLERICAL SERVICE — Continued  
 COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF  
 TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHOR-	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Clerk — Continued.....	II	.....	\$480-600 with maintenance	\$480 540 600	Office attendant..... \$300 Special attendant..... 600 Special attendant bookkeeper..... 528 Special attendant linen room..... 600 Special attendant mail clerk..... 516 Special attendant stenographer..... 600 Special attendant storehouse..... 516 Special attendant stores clerk..... 540 Special attendant stores clerk..... 600 Special attendant voucher and treasury clerk..... 600
	III	Clerk (institutional) Definition: The duties of incumbents of these positions, which may involve limited supervision, are to perform clerical work requiring familiarity with general departmental practice, or knowledge of and training in prescribed office procedure re- lating thereto Clerk.....		840 900 960 1,020 1,080 1,200	Acting auditor..... 1,500 Accountant..... 1,800 Actuarial clerk..... 1,500 Actuarial clerk..... 1,800 Agent..... 1,200 Application examiner..... 1,040 Assistant cashier..... 1,500 Assistant clerk..... 1,800

Assistant clerk.....	1,500
Assistant engineer.....	1,500
Assistant engineer.....	1,800
Assistant engineer.....	2,100
Assistant estimate clerk.....	1,800
Assistant harbor master.....	525
Assistant record clerk.....	1,000
Assistant to record clerk.....	1,200
Assistant to second deputy.....	2,700
Assistant to state botanist.....	780
Assistant weightlock tender.....	525
Auditor.....	2,400
Axeman.....	750
Bertillon indexer.....	900
Bookkeeper.....	480
Bookkeeper.....	900
Bookkeeper.....	1,200
Bookkeeper.....	1,500
Card indexer.....	1,200
Cashier.....	900
Cashier.....	1,200
Cashier.....	1,500
Cashier.....	2,000
Chainman.....	900
Chief clerk.....	1,200
Chief clerk.....	1,800
Chief of mailing division.....	1,200
Clerk.....	600
Clerk.....	720
Clerk.....	820
Clerk.....	900
Clerk.....	950
Clerk.....	980
Clerk.....	1,000
Clerk.....	1,200
Clerk.....	1,300
Clerk.....	1,320
Clerk.....	1,500
Clerk.....	1,600
Clerk.....	1,800
Clerk.....	2,000
Clerk.....	900
Clerk, fifth grade.....	1,200
Clerk, sixth grade.....	1,800
Clerk, eighth grade.....	1,200
Clerk bookkeeper.....	1,200
Clerk to collector.....	480



Highway inspector.....	1,350
Highway inspector.....	1,404
Index clerk.....	1,200
Index clerk.....	1,300
Index and file clerk.....	900
Inspector of construction.....	1,050
Inspector of construction.....	1,250
Inspector of masonry.....	1,500
Inspector of records.....	1,200
.....	720
.....	900
.....	1,200
.....	1,000
.....	600
.....	720
.....	900
.....	1,200
.....	1,500
.....	1,500
.....	720
.....	1,500
.....	1,000
.....	1,200
.....	1,500
.....	1,800
.....	1,400
.....	900
.....	600
.....	900
.....	1,200
.....	1,300
.....	1,555
.....	1,300
.....	2,000
.....	1,000
.....	1,500
.....	1,200
.....	1,200
.....	1,800
.....	1,050
.....	1,200
.....	1,500
.....	1,000
.....	1,200
.....	900
.....	1,000
.....	1,800
.....	2,100

Messenger.....	1,500
Messenger.....	1,000
Messenger.....	1,200
Messenger.....	1,500
Messenger.....	1,500
Messenger and weigher.....	1,800
Multigraph operator.....	1,400
Office assistant.....	900
Office assistant.....	900
Office assistant.....	1,200
Office assistant.....	1,300
Office assistant.....	1,555
Pay master.....	1,300
Printing clerk.....	2,000
Private secretary and cashier.....	1,000
Proof reader.....	1,500
Proof reader.....	1,200
Proof reader, sixth grade.....	1,200
Proof reader and clerk.....	1,800
Rodman.....	1,050
Rodman.....	1,200
Rodman.....	1,500
Senior clerk.....	1,000
Senior clerk.....	1,200
Shipping clerk.....	900
Shipping clerk.....	1,000
Special agent.....	1,800
Special agent.....	2,100

# CLERICAL SERVICE — Continued

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHORIZED POSITIONS. (EXISTING TITLES AND RATES ARE SHOWN OPPOSITE PROPOSED GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPRAISAL)	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
C. r. — Continued .....	III	.....	\$840-1,200	\$840	Industrial).....
				900	.....
				960	.....
				1,020	Statistical clerk .....
				1,080	Stenographer .....
				1,200	Stenographer .....
					Stenographer .....
					Stenographer .....
					Stenographer and clerk.....
					Storekeeper .....
					Storekeeper .....
					Supply clerk .....
					Tariff clerk .....
					Tax clerk .....
					Tax clerk.....
					Timekeeper .....
					Timekeeper and clerk .....
					Transfer agent .....
					Transfer clerk .....
					Typewriter copyist .....
					Typewriter copyist .....
					Typewriter copyist .....
					Tracer .....
					Underwriting clerk .....
					Underwriting clerk .....
					Voucher clerk .....
					Weight lock tender .....

Clerk, Institutional.....	600-640 maintenance	600 720 780 840	Weightlock tender.....	530
			Weightlock tender.....	560
			Weightlock tender.....	845
			Weightlock tender.....	900
Clerk-stenographer.....	940-1,200	840 900 960 1,020 1,080 1,200	Accountant.....	1,080
			Chief clerk.....	1,080
			Clerk.....	600
			.....	840
			.....	1,500
			.....	844
			.....	600
			.....	660
			.....	960
			.....	708
Senior clerk.....	1,320-1,800	1,320 1,440 1,500 1,680 1,800	.....	840
			.....	840
			.....	960
			.....	1,000
			.....	1,080
			.....	1,200
			.....	1,300
			.....	1,400
			.....	1,500
			.....	1,800
Definition:			.....	1,360
			.....	1,500
			.....	1,500
			.....	1,800
Definition:			.....	2,800
			.....	1,900
			.....	2,800
			.....	2,900

**Definition:**  
The duties of incumbents of these positions, which may involve limited supervision, are primarily to perform the work prescribed for the position of "clerk" of this grade, and in addition thereto, to record dictation by shorthand or other abbreviated process and to transcribe such record on a typewriter.

of these positions  
specialized clerical  
assignment and supervision and be  
work of a large







**CLERICAL SERVICE—Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

TITLES AND RATES OF EXISTING AUTHOR-				TITLES AND RATES OF EXISTING AUTHOR-	
Group	Grade	Titles and duties	COMPARATION		Title
			Range	Rates	
Clark—Continued.....	IV	.....	\$1,320-1,800	\$1,320 1,440 1,500 1,680 1,800	\$1,800 2,000 1,200 1,500 2,000 1,500 2,000 1,500 2,400 1,800 1,200 2,400 1,300 1,800 1,500 2,400 1,100 1,500 1,500 1,500 1,500 2,100 1,500 2,000
					Purchasing clerk..... Record clerk..... Record clerk..... Registrar..... Resident engineer..... Secretary..... Secretary..... Secretary, assistant..... Secretary to chief investigator..... Senior clerk..... Special agent..... Special agent..... Special agent..... Special agent..... Special deputy commissioner..... Special deputy commissioner.....

Special deputy commissioner.....	2,500
Statistical clerk.....	1,200
Statistical clerk.....	1,500
Statistician.....	1,500
Statistician.....	2,000
Statistician.....	2,400
Stenographer.....	1,200
Stenographer.....	1,300
Stenographer.....	1,400
Stenographer.....	1,400
Stenographer.....	1,680
Stenographer.....	1,800
Stenographer.....	2,800
Stenographer and clerk.....	1,400
Stenographer and clerk.....	1,900
Stenographer and clerk.....	2,000
Stenographer and record clerk.....	2,000
Superintendent.....	2,000
Tariff clerk.....	1,800
Tax clerk.....	2,500
Teacher's record clerk.....	1,300
Transfer tax expert.....	1,800
Voucher clerk.....	1,200
Voucher clerk.....	1,800
Bookkeeper.....	1,192
Bookkeeper.....	1,200

1,060
1,140
1,200
1,260

\$1,080-\$1,260  
maintenance

IV

1,980
2,160
2,240
2,580
2,820

1,980-2,820

V

CLERICAL SERVICE — *Continued*

COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY					TITLE AND RANGE OF PAY	
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Clark—(Continued).....	V	Chief clerk.....	\$1,960-\$2,520	\$1,960 2,160 2,340 2,520 2,520	Assistant secretary..... Auditor..... Chief bureau of accounts..... Chief clerk..... Chief clerk..... Estimate clerk..... Stenographer.....	\$2,300 3,000 3,000 3,000 2,500 2,400 1,900
		Principal clerk.....	.....	.....	Actuarial clerk..... Assessing clerk..... Assistant cashier..... Assistant elementary education..... Assistant secretary..... Assistant secretary..... Assistant secretary..... Assistant warrant clerk..... Attorney..... Auditor..... Cashier..... Cashier..... Check clerk..... Check clerk..... Chief clerk..... Chief clerk..... Chief clerk..... Clerk..... Clerk..... Clerk..... Confidential agent.....	2,100 3,000 1,900 3,000 2,500 3,000 3,300 3,500 3,600 2,000 2,500 3,200 2,500 3,300 2,000 3,500 4,500 2,000 3,700 3,000 4,000



# CLERICAL SERVICE—Continued

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES ADOPTED FOR RATES PROPOSED GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPRAISAL	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Employment agent—(Con't)	III	Director of bureau of employment. Definition: This position, executive and knowledge of administrative to be required of the bureau of employment.	\$3,300-\$4,200	\$3,300 3,600 3,900 4,200	\$4,000
	I	Interpreter. Definition: Interpreter, the interpreter (Italian), interpreter (Yiddish).	960-1,440	960 1,080 1,140 1,200 1,320 1,440	1,050 1,200 900 1,300
	II	Court interpreter. Definition: The duties of incumbents of these positions, which require the highest degree of personal	1,800-2,340	1,800 1,980 2,160 2,340	



# CLERICAL SERVICE — Continued

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHORITIES	
Group	Grade	Titles and duties	COMPENSATION		CLASSIFIED AFTER APPRAISAL
			Range	Rates	
Supervisor of publication.	I	Assistant supervisor of publication.  Definition: t of this position tive and depart- the quantities on ulate and record other work of an standard in con- and control of all	\$1,200-\$1,680	\$1,200 1,320 1,440 1,560 1,680	Proofreader..... \$1,800
	II	Supr Defn	1,800-2,580	1,800 1,980 2,160 2,340 2,580	Chief of bureau. Superintendent of publication and compilation Supervisor of printing and pub- lications..... 2,000 2,400 3,000



III	Chief supervisor of publication.....	2,820-3,540	2,820 3,080 3,300 3,540	Printing expert and chief clerk..	4,000
	Definition: The duties of the incumbent of this position are to direct and assume complete responsibility for the activities of that department or other unit of State government charged with the supervision and control of all State printing.				
I	Junior stenographer..... Junior stenotypist.....	540-780	540 600 660 720 780	Bookkeeper..... Clerk..... Clerk, fourth grade..... Stenographer..... Stenographer..... Stenographer..... Stenographer..... Stenographer..... Stenographer..... Stenographer..... Stenographer, second grade..... Stenographer, third grade..... Stenographer, fourth grade..... Stenographer, fifth grade..... Typewriter copyist..... Typewriter copyist..... Typewriter copyist..... Typewriter copyist.....	900 780 780 300 416 480 600 720 780 900 1,200 480 600 720 900 300 360 600 720 780
	Definition: The duties of incumbents of these positions are to record simple dictation by shorthand or by any other abbreviated process, to transcribe such record on a typewriter, and to perform incidental stenographic work.				
II	Sten Sten Def:	840-1,080	840 900 960 1,020 1,080	Clerk..... Clerk and stenographer..... Clerk and stenographer..... Confidential secretary..... Confidential stenographer..... Confidential stenographer..... Confidential stenographer..... Confidential stenographer to division engineer..... Confidential clerk..... Copyist..... Expert copyist..... File clerk and stenographer.....	1,200 1,350 1,400 1,200 900 1,200 1,500 1,800 1,200 900 900 1,000

# CLERICAL SERVICE — Continued

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES OF EXISTING AUTHORIZED POSITIONS. (EXISTING TITLES AND RATES ARE SHOWN OPPOSITE PROPOSED GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPRAISAL)	
Group	Grade	Titles and duties	COMPENSATION	
			Range	Rate
Stenographer — (Gen'l)				Instruction..... \$1,350
				..... 1,080
				1 stenographer..... 1,050
				1 stenographer..... 1,200
				..... 1,250
				..... 600
				..... 720
				..... 800
				..... 900
				..... 1,000
				..... 1,080
				..... 1,100
				..... 1,200
				..... 1,212
				..... 1,300
				..... 1,320
				..... 1,400
				..... 1,500
				..... 1,600
				..... 1,700
				..... 1,800
				th knowledge of
				..... 'allah
				Stenographer, fifth grade..... 900
				Stenographer, sixth grade..... 900
				Stenographer, seventh grade..... 1,200

Stenographer to Attorney-General					
III	Senior stenographer.....	1,200-1,800	1,200	Stenographer.....	1,500
	Senior stenotypist.....		1,320	Stenographer.....	1,600
	Definition:		1,440	Stenographer.....	1,500
	The duties of incumbents of these positions		1,560	Stenographer.....	1,500
	are to supervise a stenographic bureau; to act		1,680	Stenographer.....	1,500
	in a secretarial capacity to executive officers;		1,800	Stenographer.....	1,500
	and investigate			Stenographer to deputy comp-	2,000
	stographic or			troller.....	1,800
	and which			Stenographer to Comptroller,	1,900
	other special-			New York office.....	1,500
	in incidental			Stenographer and clerk.....	1,200
				Typewriter copyist.....	
				Court stenographer.....	2,000
IV	Court stenographer....	2,160-2,820	2,160	Court stenographer.....	2,500
	Hearing stenographer		2,340	Court stenographer.....	3,000
	Definition:		2,580	Hearing stenographer.....	2,400
	If these positions		2,820	Hearing stenographer.....	2,700
	are the highest de-				
	and to perform				

CLERICAL SERVICE — *Concluded*

COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES OF EXISTING AUTHOR- FORED GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPRAISAL	
Group	Grade	Titles and duties	COMPENSATION	
			Range	Rate
Telephone operator.....	I	Telephone operator .... <i>Definition:</i> The duties of incumbents of these positions which require knowledge of the relations of a department with other departments and with the public, are to operate telephone switchboards, other than monitor or small boards, to keep record of telephone calls, and to perform incidental clerical work.	\$540-\$1,020	Clerk..... \$900 Information clerk..... 900 Stenographer..... 1,200 operator..... 540 operator..... 600 operator..... 720 operator..... 780 operator..... 900 operator..... 1,200 operator, second grade..... 480 operator, fourth grade..... 720
Typist.....	I	Junior typist..... <i>Definition:</i> The duties of incumbents of these positions are to type communications, reports and miscellaneous memoranda from prepared manuscript, and to perform incidental clerical work	420-560	Copyist..... 600 Junior clerk..... 360 Junior clerk..... 480 Stenographer..... 480 Stenographer..... 720 Stenographer..... 800 Stenographer..... 900 Stenographer, second grade..... 480 Typewriter copyist..... 600 Typewriter copyist..... 720 Typewriter copyist..... 800 Typewriter copyist..... 900

II	Typist..... Definition: The duties of incumbents of these positions are to typewrite difficult or technical matter, requiring ability to rearrange, expand, segregate or tabulate involved material, and to perform incidental clerical work.	720-1,020		Typewriter copyist, second grade. Typewriter copyist, third grade. Typewriter copyist, fifth grade..	480 600 900
				Clerk.....	900
			720	Clerk.....	1,000
			780	Copyist.....	480
			840	Copyist.....	720
			900	Copyist.....	720
			960	Stenographer.....	1,200
			1,020	Stenographer.....	1,200
				Typewriter copyist.....	600
				Typewriter copyist.....	720
				Typewriter copyist.....	800
				Typewriter copyist.....	900
				Typewriter copyist.....	1,000
				Typewriter copyist.....	1,060
				Underwriting clerk.....	900
				Underwriting clerk.....	1,000

# PROFESSIONAL AND SCIENTIFIC SERVICE COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHOR- IZED POSITIONS, WITH STANDARD TITLES AND RATES FOUNDER GRADES CLASSIFIED APT	
Group	Grade	COMPENSATION		Title	Rate
		Range	Rates		
Accountant.....	I	1960-\$1,320	\$960	Assistant examiner	\$1,080
			1,080	Clerk	1,200
			1,200	Examiner	1,500
			1,320	Junior accountant	1,500
				Statistical clerk	1,080
	II	1,440-2,160	1,440	Accountant.	1,950
			1,560	Accountant	2,500
			1,680	Assistant auditor	2,100
			1,800	Assistant chief statistician	2,400
			1,960	Assistant examiner	1,080
			2,160	Assistant examiner	1,500
				Assistant examiner	1,800
				Auditor of accounts	2,100
				Auditor of highway accounts	2,100
				Bookkeeper	1,500
				Chief clerk	2,100
				Clerk	1,080
				Examiner	1,500
				Examiner	1,800
				Examiner	2,000
				Expert accountant	2,000
				Junior accountant	1,900

III	Senior accountant	.....	2,340-3,540	2,340		
	Auditor	.....		2,590		
	Definition:	.....		2,820		
		base positions-		3,080		
		lits, examine-		3,300		
		r importance,		3,540		
		ed install new				
		e of complex				
		constructive				
		a high order.				
IV	Senior accountant	.....			Assistant auditor.....	2,700
		.....			Accountant.....	2,500
		.....			Accountant.....	3,000
		.....			Auditor.....	4,000
		.....			Examiner.....	2,250
		.....			Examiner.....	2,500
		.....			Expert accountant.....	3,000
	Auditor	.....			Assistant auditor.....	3,000
		.....			Chief clerk.....	3,500
		.....			Highway audit clerk.....	2,500
	Chief accountant	.....	3,900-5,400	3,900		
	Supervising accountant	.....		4,200		
	Supervising auditor	.....		4,500		
	Definition:	.....		4,800		
		.....		5,100		
		.....		5,400		
	Chief	.....			Chief of division of capitalization, Statistician.....	4,000
		.....			Assistant auditor and municipal account examiner.....	5,000
	Supr	.....				4,000
		.....				

**PROFESSIONAL AND SCIENTIFIC SERVICE — Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				T	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Actuary . . . . .	I	Supervising auditor . . . . .	.....	.....	Auditor . . . . . \$5,000
		Assistant actuary . . . . .	\$3,240-\$3,300	\$2,240 2,550 2,820 3,000 3,300	Auditor . . . . . 4,500
		Definition: The duties of incumbents of these positions are to assist in the direction and supervision of an actuarial unit of a State department charged with the collection, tabulation, verification, analysis and interpretation of actuarial data, to prepare actuarial formulas, and to give critical and constructive actuarial advice.			Voucher clerk and auditor . . . . . 4,500
	II	Actuary . . . . .	3,000-up	3,000 up	Actuary . . . . . 6,000
		Definition: The duties of which require specialized knowledge and science, are to actuarial unit of positions, e in so of spe actuarial an so-charged			Assistant actuary . . . . . 5,000
					Chief actuary . . . . . 6,000



Agronomist . . . . .	I	Assi	1,080-1,680	1,080	Assistant agronomist . . . . .	1,200
		Def		1,200		
				1,320		
				1,440		
				1,560		
				1,680		
	II	Ag	1,800-3,000	1,800	Agronomist . . . . .	2,500
		Def		1,980		
				2,100		
				2,340		
				2,580		
				2,820		
				3,000		
Archeologist . . . . .	I	Assi	1,080-1,680	1,080	Archeologist . . . . .	1,300
		Def		1,200		
				1,320		
				1,440		
				1,560		
				1,680		
	II	Assi	1,800-3,000	1,800		
		Def		1,980		
				2,100		
				2,340		
				2,580		
				2,820		
				3,000		

# PROFESSIONAL AND SCIENTIFIC SERVICE—Continued COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHOR- IZED P RATES ———— VARIETY POSED GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPROVAL)	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Architect .....	I	Architectural assistant.....	\$840-\$1,080	\$840	\$1,000
		Definition: The duties of incumbents of these positions are to perform, under supervision, simple and elementary work in architecture, in the field or office.		900 960 1,020 1,080	
	II	Junior architectural designer.....	1,200-1,800	1,200	1,500
		Definition: The duties of incumbents of these positions, which may involve supervision, are to execute definite instructions in minor architectural projects in the field or office.		1,320	1,600
				1,440	2,400
				1,560	1,200
				1,680	1,350
				1,800	1,600
					1,700
					1,800
					1,500
					2,100
	III	Architectural designer.....	1,996-2,590	1,996	2,200
		Supervisor of building construction		2,100	
				2,340 2,590	

III	<b>Definition:</b> The duties of incumbents of these positions, which involve supervision of squads or other units of employees, are to plan, design and prepare for architect-independent responsibility construction work of related work of related	Architectural designer.....	1,920	Architectural designer.....	1,920
			2,800	Draftsman.....	2,800
		Supervisor of building construction.....		Superintendent of construction..	1,900
				Superintendent of construction..	2,000
IV	<b>Definition:</b> The duties of incumbents of these positions are to assume independent responsibility for the the special projects the men, extra, order action plan or construction of such projects.	Senior architectural designer.....	3,000	Superintendent of construction..	2,100
		Chief supervisor of building construction	3,900	Superintendent of construction..	2,400
				Superintendent of construction..	2,700
				Superintendent of construction..	
V	<b>Definition:</b> The duties of incumbents of these positions are to assume independent responsibility for the the special projects the men, extra, order action plan or construction of such projects.	Senior architectural designer.....		Chief draftsman.....	3,000
		Chief supervisor of building construction.....		Chief inspector.....	3,000
				Assistant state architect.....	5,000
		Architect.....	4,200		

**PROFESSIONAL AND SCIENTIFIC SERVICE—Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				COMPARISON		FORED GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPRAISAL)
Group	Grade	Titles and duties	Range	Rates	Title	Rate
Bacteriologist.	I	executive action, and to perform work of re- lated character and standard.	\$600-\$840	\$600 720 840	Laboratory apprentice. Laboratory apprentice. Laboratory assistant. Laboratory assistant.	\$600 720 800 700
		Laboratory apprentice.				
		incumbents of these positions under supervision simple not requiring independent r in research work.				
		Laboratory assistant.				
	II	Laboratory assistant.	900-1,140	900 1,020 1,140	Assistant chemist. Laboratory apprentice. Laboratory apprentice. Laboratory assistant. Laboratory assistant. Laboratory assistant. Laboratory assistant. Laboratory assistant.	744 900 730 700 720 900 950 1,200
		Definition:				
		positions b, routine conduct of				
		Laboratory assistant.				
	III	Assistant bacteriologist.	1,320-1,800	1,320 1,440 1,560 1,680 1,800	Assistant bacteriologist. Assistant bacteriologist. Assistant bacteriologist. Laboratory assistant. Bacteriologist.	1,200 1,500 1,500 1,500 1,500
		Assistant bacteriologist.				
		Definition:				
		The duties of incumbents of these positions, which may involve supervision of employees in				

IV	1,960-3,540 .....	1,080 Assistant bacteriologist.....	2,000
		2,160 Assistant director.....	2,500
V	3,600-up	3,600 Director.....	3,500
		up Director.....	4,000
I	2,560-3,200	2,560	
		2,820	
I	1,080-1,660	3,060	
		3,300	
I	1,080-1,660	1,080 Assistant botanist.....	1,400
		1,200	
I	1,080-1,660	1,320	
		1,440	
I	1,080-1,660	1,560	
		1,680	

**PROFESSIONAL AND SCIENTIFIC SERVICE — Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES OF EXISTING AUTHOR- IZED PAY RATES FOR THE CLASS	
Group	Grade	Titles and duties	COMPENSATION	
			Range	Rates
Botanist — Continued.....	II	search, to prepare reports upon observations, in research activities and in instruction other duties	\$1,800—\$3,540	\$1,800
		Botanist.....		1,980
		Defa		2,160
				2,340
				2,520
Chaplain.....	I	research, to make independent experiments and studies and to apply the results of such research to the control of plant diseases.	600—1,200	2,700
		Botanist.....		2,820
		Plant pathologist.....		3,000
		Chaplain.....		3,200
		Definition: The duties of incumbents of these positions		3,540
		Associate botanist.....		\$1,800
		Botanist.....		2,000
		State botanist.....		1,800
		Pathologist.....		1,800
		Chaplain.....		500
		Chaplain.....		600
		Chaplain.....		600
		Chaplain.....		1,200



PROFESSIONAL AND SCIENTIFIC SERVICE—Continued

COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF  
TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES PROPOSED GRADES IN WHICH TEST WERE CLASSIFIED AFTER APPRAISAL	
Group	Grade	Titles and duties	COMPENSATION	
			Range	Rates
Chemist and Physicist— Continued	II	Assistant chemist.....	\$1,440-\$1,800	\$1,440
		Assistant physicist.....		1,560
		Assistant physiological chemist.....		1,680
		these positions, of employees in onsibility for a cal work in an make difficult and tests.		1,800
		Assistant chemist.....		Assistant engineer..... \$1,800
				Chemist..... 900
				Chemist..... 1,680
				Chemist..... 1,800
				Chemist..... 2,000
				Water analyst..... 1,600
				Water analyst..... 1,800
		Assistant physicist.....		Inspector..... 1,440
		Assistant physiological chemist.....		Physiological chemist..... 1,800



III	Chem	1,980-3,540	1,980		Chemist.....	2,400
	Phyi		2,160		Chemist.....	2,800
	Phyi		2,340		Chemist.....	3,000
	Dgft		2,520		Chief chemist.....	2,800
IV			2,700		Sanitary chemist.....	1,600
			2,880		Water analyst.....	1,800
			3,060			
			3,240			
	Chem				Chemist.....	2,200
	Phyi				.....	2,000
					.....	2,000
					.....	
	Phyi				Physiological chemist.....	2,500
	Phyi				Chemist.....	3,000
	Biol	3,300-4,500	3,300			
	Dgft		3,600			
			3,900			
			4,200			
			4,500			
I	Dent	900-1,200	900		Dentist.....	900
			960		Visiting dentist (\$2.50 per hour).....	600
	Dgft		1,080			
			1,200			

**PROFESSIONAL AND SCIENTIFIC SERVICE—Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				T <sub>1</sub>	
Group	Grade	Titles and duties	COMPENSATION		POSED GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPRAISAL)
			Range	Rates	
Director of research.....	I	Director of the state agricultural experiment station <i>Definition:</i> The duties of the incumbent of this position, which require the highest degree of training in scientific research and demonstrated administrative ability, are to direct, supervise and assume complete responsibility for the activities and policy of the State Agricultural Experiment Station, subject to the approval of the governing body	\$5,100—\$5,700	\$5,100 5,400 5,700	Director..... \$5,000
Engineer.....	I	Engineering assistant..... <i>Definition:</i> The duties of incumbents of these positions are to perform, under instruction and supervision, elementary or apprentice work in field or office in one or more of the specialized engineering branches.	720—1,080	720 780 840 900 960 1,020 1,080	Assistant engineer..... 720 Assistant engineer..... 1,500 Assistant engineer..... 2,100 Axieman..... 700 Axieman..... 720 Axieman..... 750 Axieman..... 780 Axieman..... 900 Chairman..... 750 Chairman..... 780 Chairman..... 900 Engineering draftsman..... 1,800 Inspector of construction..... 1,020 Inspector of construction..... 1,400



PROFESSIONAL AND SCIENTIFIC SERVICE — *Continued*

COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHORIZED F. RATES POSTED CLASS.		
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Engineer—Continued.....	11	Junior assistant engineer — Continued . . . . .	\$1,200—\$1,800	\$1,200 1,320 1,440 1,560 1,680 1,800	Chairman..... Draftsman..... Draftsman..... Draftsman..... Engineering draftsman..... Engineering draftsman..... Engineering draftsman..... Highway inspector..... Highway inspector..... Highway inspector..... Inspector of construction..... Inspector of construction..... .....<	

Juni	.....	.....	Electrical engineer .....	1,800
			Electrical inspector .....	2,400
			Lock master .....	1,501
Juni	.....	.....		1,800
				2,100
				2,400
				1,800
			man .....	2,400
			pad drafts-	
Juni	.....	.....	inspecting engineer .....	1,500
			Sanitary draftsman .....	1,800
		1,080-2,580		
Assis		1,980		
Assis		2,100		
Assis		2,340		
Assis		2,580		
Assis				
Assis				
Deft				
Assis	.....	.....	Assistant inspector .....	1,800
			Inspector .....	2,200
			Inspector of equipment .....	2,500
Assis	.....	.....	Assistant engineer .....	1,500
			Assistant engineer .....	1,800
			Assistant engineer .....	2,000
			Assistant engineer .....	2,100
			Assistant engineer .....	2,200
			Assistant engineer of claims .....	2,000
			Bridge designer .....	2,100
			Civil engineer of grade crosses .....	2,700
			Engineer of claims .....	3,000

**PROFESSIONAL AND SCIENTIFIC SERVICE—Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

TITLES AND RATES OF EXISTING AUTONOMIZED POSITIONS. (EXISTING TITLES AND RATES POSTED C CLASSIFICATION AND PAY INFORMATION)								
PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY								
Group	Grade	Titles and duties	COMPENSATION		Title	Rate		
			Range	Rates				
Engineer—Continued	III	Assistant civil engineer			Engineer of claims	\$3,200		
					Engineering draftsman	1,500		
					Engineering draftsman	1,800		
					Engineering inspector	1,900		
					Engineering inspector	2,500		
					Principal assistant engineer	2,000		
					Resident engineer	2,400		
					Resident engineer	2,500		
					Resident engineer	2,700		
					Resident engineer	2,800		
					Resident engineer	3,000		
					Tracer	1,200		
		Assistant electrical engineer Assistant mechanical engineer  Assistant sanitary engineer  Assistant chemical engineer						
	IV	Senior assistant engineer Senior assistant chemical engineer Senior assistant civil engineer			Assistant sanitary engineer	2,000		
					Sanitary engineer	2,150		
					Gas engineer	3,000		



PROFESSIONAL AND SCIENTIFIC SERVICE — *Continued*

COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES OF EXISTING AUTHORIZED POSITIONS (EXISTING TITLES AND RATES ARE SHOWN OPPOSITE PROPOSED GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPRAISAL)			
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Engineers—Continued.....	V	.....  s of these positions, of executive ability in technique, and making of decisions in engineering matters, subjectively, are to supervise the organization, or complete responsibility division of a large independent investigation engineering projects, as a basis for executive action. Engineer.....	\$3,900—\$5,400	\$3,900 4,200 4,500 4,800 5,100 5,400		
					Chief engineer..... Chief inspector..... Special Deputy state engineer.....	\$3,500 5,000 6,000



Entomologist.....	VI		.....	Chief clerk.....	4,200
			.....	Chief engineer.....	4,500
			.....	Chief engineer.....	5,000
			.....	Chief engineer.....	5,100
			.....	Division engineer.....	2,200
			.....	.....	4,500
			.....	.....	4,500
			.....	.....	5,000
			.....	.....	5,000
			.....	.....	4,500
I			.....	Chief inspector.....	5,000
			.....	Chief engineer.....	4,500
			5,700-up	.....	.....
			5,700-up	.....	5,700 up
			.....	Chief engineer.....	20,000
			.....	Expert in electrical design.....	20 per day
			1,000-1,050	Junior entomologist.....	1,200
			1,200	Junior assistant entomologist.....	900
			1,320	.....	.....
			1,440	.....	.....
			1,560	.....	.....
			1,680	.....	.....

**PROFESSIONAL AND SCIENTIFIC SERVICE — Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES OF EXISTING AUTHOR-	
Group	Grade	Titles and duties	COMPENSATION	
			Range	Rates
Entomologist — Gen'l.....	II	insects, to conduct field experiments, to collect specimens and prepare same for exhibition, and to perform other duties of related character and standard.	\$1,800-3,540	\$1,800 1,980 2,160 2,340 2,520 2,700 2,880 3,060 3,240 3,420
		Entomologist..... positions, specialized, insect and be in Grade I or expert-dependent of such re- of insect pests.		
Fish culturist.....	I	Fish culturist. .... Definition: The duties of the incumbent of this position, which require the highest degree of specialized knowledge in fish culture and demonstrated administrative ability, are to direct, supervise and be responsible for the activities of that	3,000-4,200	3,000 3,300 3,600 3,900 4,200 4,000
				Plant entomologist..... State entomologist..... Fish culturist.....
				\$1,800 2,400 4,000

Forester.....	I	1,060-1,660	1,060 1,200 1,320 1,440 1,560 1,680	Assistant woods foreman..... Woods foreman.....	1,060 1,960
	II	2,160-2,820	2,160 2,340 2,560 2,820	Assistant superintendent of forests	2,800
	III	3,060-4,200	3,060 3,300 3,600 3,900 4,200	Superintendent of forests.....	4,000
Geologist.....	I	1,060-1,800	1,060 1,200 1,320 1,440 1,560 1,680 1,800	Mineralogist.....	1,500

# PROFESSIONAL AND SCIENTIFIC SERVICE -- Continued

COMPARATIVE CLASSIFICATION OF EMPLOYMENTS -- PRESENT AND PROPOSED -- SHOWING PRESENT VARIETY OF  
 TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

	PROF- ES AND PRO- FESSOR	
	Rate	
	\$1,200	818
	1,500	18
	1,200	
	1,000	
	2,400	

Horticulturist .....	I	Am De	1,200-1,800	1,200	Assistant horticulturist.....	1,400
				1,320	Assistant horticulturist.....	1,500
				1,440	Assistant horticulturist.....	1,800
				1,560		
				1,680		
Horticulturist .....	II	Ho De	2,580-3,540	1,800		
					Horticulturist.....	3,500
				2,580		
				2,820		
				3,060		
Horticulturist .....	III	Du De	4,200-5,100	3,300		
				3,540		
				3,780		
				4,020		
				4,260	Director of museum.....	4,500
Horticulturist .....		Pa De	1,800-3,000	5,100		
					Assistant paleontologist.....	2,700
					Draftsman.....	1,500
				1,800		
				1,980		

**PROFESSIONAL AND SCIENTIFIC SERVICE — Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHORIZED PAY RATES POSTED CLASSES		
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Lawyer.....	I	Junior counsel.....	\$1,200-\$1,980	1,200	Deputy attorney general.....	\$2,000
		Law clerk.....		1,320	Factory inspector.....	1,200
		Definition: The duties which require a high degree of preparation at hearings; sessions at direction, degree of		1,440	Counsel.....	1,800
				1,560	Factory inspector.....	2,000
				1,680	Law clerk.....	1,800
	II	1,800	Stenographer.....	1,500		
		1,980	Assistant counsel.....	2,000		
		Associate counsel.....	2,160-3,540	Assistant counsel, second.....	2,500	
			Definition: The duties of incumbents of these positions, which require special legal training and inde-		Assistant deputy attorney-general.....	2,400
					Assistant deputy attorney-general.....	2,000
	Assistant deputy attorney-general.....			2,500		
	Assistant deputy attorney-general.....	2,500				



**PROFESSIONAL AND SCIENTIFIC SERVICE — Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY					TITLES AND RATES OF EXISTING AUTHOR	
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Lawyer - Continued		Deputy attorney-general	\$3,900-up	\$3,900 up	Chief of land bureau Deputy attorney-general	\$4,000 3,750 4,000 4,500 5,000 5,500 6,000
Nurse	I	Nurse  Definition: The duties of incumbents of these positions are to assist in the treatment, medication and care of assigned sick or infirm patients, to supervise, under direction, work of assigned ward attendants, to keep the necessary clinical and ward records and to perform such other routine nursing work as may be incident to the health.	Men 420-516 maintenance	420	Assistant deputy attorney-general	4,000
				444	al.	5,000
				468	First deputy attorney-general	6,000
				492		5,000
				516		4,000
			Women 360-456 maintenance	360	Nurse	420
				384	Nurse	468
				408	Nurse	516
				432	Nurse	540
				456	Special attendant	600
		Nurse	360			
		Nurse	384			
		Nurse	392			



II	Chas Dof	Men 516-538 maintenance	432 Nurse.....	408
			456 Nurse.....	420
			Nurse.....	432
			Nurse.....	444
			Nurse.....	488
			Nurse.....	516
			Special attendant.....	516
			Charge nurse.....	432
			Charge nurse.....	444
			Charge nurse.....	480
			Charge nurse.....	504
			Charge nurse.....	528
			Charge nurse.....	532
			Charge nurse.....	544
			Charge nurse.....	596
			Charge nurse.....	600
			Special attendant.....	600
			Charge nurse.....	360
			Charge nurse.....	408
			Charge nurse.....	408
			Charge nurse.....	432
			Charge nurse.....	444
			Charge nurse.....	468
			Charge nurse.....	480
			Charge nurse.....	504
			Charge nurse.....	540
			Charge nurse.....	562
			operating room.....	504
				516
				816
				504
				600
				648
			Supervisor.....	696
			Supervisor.....	720
			Supervisor.....	744
			Supervisor.....	816

**PROFESSIONAL AND SCIENTIFIC SERVICE — Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

TITLES A PROPOSED CLASS				TITLES A PROPOSED CLASS	
PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES A PROPOSED CLASS	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Nurse — Continued.....	III	para time and other prescribed reports, and to perform such other duties as may be incident to the supervision, nursing and treatment of a large number of patients.	Women \$540-\$600 maintenances	\$540	Chief supervisor.....
				600	Supervisor.....
				660	Supervisor.....
				690	Supervisor.....
				712	Supervisor.....
				696	Supervisor.....
				690	Supervisor.....
				706	Supervisor.....
				720	Hospital matron.....
				750	Trained nurse.....
	IV	Principal of training school..... Definition: 1 of these positions household activities the hospital of a	1,020-1,320 maintenances	1,020	Assistant principal.....
				1,080	Principal.....
				1,140	Principal of training school.....
				1,200	
		House reim- bursing as cl i. to areas		1,320	



# PROFESSIONAL AND SCIENTIFIC SERVICE—Continued

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT ~~as shown on p. 4~~ **U. S. G.**

TITLES AND RATES OF EXISTING AUTHOR-			
PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			
Group	Grade	Titles and duties	COMPENSATION
			Range Rates
Physician — Continued .....	II	Assistant physician (psychiatry) .....	\$1,200
		Definition:	\$1,200-\$1,500 maintenance
		Assistant physician.....	1,200
		Assistant physician.....	1,320
		Assistant physician.....	1,440
		Assistant physician.....	1,560
		Assistant physician.....	
		Pathologist.....	
			\$1,200
			1,300
			1,400
			1,500
			1,600
			1,700
		Assistant medical officer.....	1,500
		Assistant physician.....	1,500
			1,200
			1,320
			1,440
			1,560
		Assistant physician (general).....	
		Definition:	
		The duties of incumbents of these positions are to take charge, under supervision, of a less important medical service or to assist in a more important service in a State hospital, or to	
			1,200-1,500 maintenance

Asst Dof	1,900-1,800 maintenance	1,200	Woman physician.....	1,000
		1,320	Woman physician.....	1,300
		1,440	Woman physician.....	1,500
		1,560	Woman physician.....	1,600
		1,680	Woman physician.....	1,700
		1,800	Woman physician.....	1,800
Asst Dof	1,500-2,160	1,560	Assistant serologist.....	1,600
		1,680		
		1,800		
		1,980		
		2,160		
Phy Dof	1,800-2,160 maintenance	1,800	Senior assistant physician.....	1,800
		1,980	Senior assistant physician.....	1,900
		2,160	Senior assistant physician.....	2,100
			Senior assistant physician.....	2,200
			Senior physician.....	1,900
			Senior physician.....	2,149
			Senior physician.....	2,200

**PROFESSIONAL AND SCIENTIFIC SERVICE—Continued**

**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES, RATES FROM CLASSIFIED AFTER APPRAISAL	THEORETICALS AND PROPOSED RATES
Group	Grade	Titles and duties	COMPENSATION	
			Range	Rates
Physician—Continued . . .		Definition: The duties of incumbents of these positions are to perform autopsies, involving the making of investigations which case to findings, as between the medical staff, and to perform such other duties in connection with the pathological work of a State hospital as may be assigned.	\$1,900—\$2,500 maintenance	\$1,900 2,100 2,340 2,500
		Physician (pathology). . . . .	1,800—2,100 maintenance	1,800 1,900 2,100
		Associate in clinical psychiatry . . . . .		\$2,000
		Senior assistant physician . . . . .		1,800
		Senior assistant physician . . . . .		2,200

Phy	1,900-2,160 maintenance	1,900 1,980 2,160	Resident physician.....	2,000
Def				
Phy	1,800-2,160	1,800 1,980 2,160	Rhinologist (part time) \$600. No maintenance.	1,800
Def				
Phy	1,800-2,160	1,800 1,980 2,160	Optical surgeon (part time) \$600. No maintenance.	1,800
Def				
Phy	2,340-3,300	2,340 2,580 2,820 3,060 3,300	Deputy examiner.....	3,000
Def				

PROFESSIONAL AND SCIENTIFIC SERVICE — Continued  
 COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF  
 TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY		TITLES AND RATES OF EXISTING AUTHOR-
Group	Grade	Rate
Physician — Continued .....	IV	\$3,000 2,900 2,949
		2,500 2,000 2,000 2,000 2,300 2,500



IV	
2,820-3,300	2,820-3,300
2,820 3,060 3,300	2,840 2,880 2,920
District sanitary supervisor..... (serving on half pay)	Medical inspector of factories....
1,500	2,500

**PROFESSIONAL AND SCIENTIFIC SERVICE—Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AGENCIES	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Physician — Continued.....	IV	Senior physician (chief associate in neuropathology)  Definition:  positions on of the itals, to rts upon disorders, biological hysicians ychiatrists  Institute.	\$2,580-\$3,900	\$2,580 2,620 3,000 3,300 3,600 3,900	\$2,500
		Senior physician (clinical director of psychiatry)..  Definition:  of these positions ical work, with e application of State hospital for ettings, to instruct f in psychiatry, to or the preparation, has the care, treat- ients, to consult a regard to the ients, to assist in facts concerning		2,340-2,830 maintenance	Director of clinical psychiatry 2,600 Director of clinical psychiatry.. 2,700 Director of clinical psychiatry.. 2,800 Director of clinical psychiatry.. 3,000

2,340-2,820	2,340 2,580 2,820	Deputy examiner..... Deputy examiner..... Medical deputy in charge.....	2,500 3,000 4,500
1,980-2,580	1,980 2,160 2,340 2,580		
2,240-2,820 maintenance	2,240 2,580 2,820	First assistant physician.....	3,000

**PROFESSIONAL AND SCIENTIFIC SERVICE — Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES OF EXISTING AUTHOR-	
Group	Grade	Titles and duties	COMPENSATION	
			Range	Rates
Physician — Continued.....	IV	Senior physician (research medicine — malignant disease).	\$2,340-\$3,300 maintenance	\$2,340
		Definition: The duties of the incumbent of this position which involve supervision of assigned employees, are to inaugurate and take charge of research work in clinical medicine relative to malignant disease, to take charge of the clinical work in a hospital and the clinical laboratory.		2,530
		Senior physician (research pathology — malignant disease)	3,300-4,500	2,820
		Definition: The duties of the incumbent of this position which involve supervision of assigned employees, are to inaugurate and take charge of research work in experimental pathology, particularly in the study of tumors, including microscopic diagnosis of specimens sent in by physicians in the State of New York		3,090
		Medical superintendent (general).....		3,300
		Medical superintendent (psychiatry)		3,600
				3,900
				4,200
				4,500
				3,000
				\$2,000 maintenance



# PROFESSIONAL AND SCIENTIFIC SERVICE — Continued

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PERSONNEL CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY						TITLES AND RATES OF EXISTING AUTHORIZED PERSONNEL	
Group	Grade	Titles and duties	COMPENSATION		Title	Rate	
			Range	Rates			
Physicians — Continued.....	V	Chief medical inspector (quarantine — Port of New York).....	\$3,600-\$4,800	\$3,600 3,900 4,200 4,500 4,800	Senior deputy health officer.....	\$4,000	
		<p><b>Definition:</b> The duties of incumbents of these positions are to supervise the work of physicians at the Port of New York, in boarding and making sanitary inspections of vessels and their cargoes and in examining passengers of such vessels for the prevention of the introduction of communicable diseases at the Port of New York, to visit, inspect and make reports upon the detention and isolation of patients at the Port of New York, and to medical duties assigned.</p> <p>Medical inspector of State hospital</p> <p><b>Definition:</b> The duties of incumbents are to visit institutions, hospitals, where the insane are confined, non-licensed institutions in which they are caring for the insane and to make reports thereon to the State Hospital Commission, to examine personally all new admissions in order to determine whether they are proper cases for retention, to examine into</p>		3,900-4,800	3,900 4,200 4,500 4,800	Medical inspector.....	4,500

3,600-4,800	3,600 3,900 4,200 4,500 4,800	Director and chief medical in- spector.	4,000
3,600-4,800	3,600 3,900 4,200 4,500 4,800	Medical examiner.....	4,500

PROFESSIONAL AND SCIENTIFIC SERVICE — Continued

COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF  
TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Physician — Continued . . . . .	V	Chief medical inspector (schools) . . . . .	\$3,600-\$4,800	\$3,600 3,900 4,200 4,500 4,800	Medical examiner of schools . . . . .	\$4,000
		Definition: The duties of the incumbent of this position are to direct and assume responsibility for the medical inspection of the schools under the supervision of the Department of Education.				
		Medical secretary (Examiners) . . . . .	\$3,600-\$4,800	3,600 3,900 4,200 4,500 4,800	Secretary board of medical examiners.	4,000
		Definition: The duties are to prepare candidates, as medicine, from members of theiners, to prepare				

keep the records to sign licenses, to submit papers to council and to perform such other duties as may be assigned by the State Board of Medical Examiners





PROFESSIONAL AND SCIENTIFIC SERVICE—*Concluded*  
 COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF  
 TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHOR-	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rate	
Statisticians— <i>Continued</i> ....	III	large statistical units; or to give critical and constructive statistical advice of the highest order.  Chief statistician.....	\$3,000-\$6,000	\$3,000	\$4,000 3,500
				3,200	
				3,400	
				3,600	
				3,800	
				4,000	
				4,200	
				4,400	
				4,600	
				4,800	
				5,000	
				5,200	
				5,400	
				5,600	
				5,800	
				6,000	
Veterinarians.....	I	Senior statistician.....  Veterinarian assistant.....  <i>Definition:</i> The duties of incumbents of these positions are to take charge of a farm, where the horses are used primarily for laboratory purposes, and	\$3,000-\$3,900	3,000	3,500 3,500 3,500 3,500 1,200
				3,200	
				3,400	
				3,600	
				3,800	
Stableman.....			900-1,200	900	1,200
				1,020	
				1,140	
				1,200	

II	Vet Dep	1,440-3,580	1,440	First assistant veterinarian.....	2,400
			1,560	Veterinarian.....	1,800
			1,680	Veterinarian.....	2,400
			1,800	Veterinarian.....	2,400
			1,920	Veterinarian.....	2,400
III	Ch Dep	2,820-3,300	2,820	Chief of bureau.....	3,000
			2,940		
			3,060		
			3,180		
			3,300		
I	Asst Dep	1,080-1,680	1,080	Zoologist.....	1,200
			1,200		
			1,320		
			1,440		
			1,560		

other related duties as may be assigned.

# EDUCATIONAL SERVICE

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS -- PRESENT AND PROPOSED -- SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHORITIES		
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Artist.....	I	Artist (horticulture).....  Definition: To are t and ' tions or fo mode  ntle of these positions and paintings of fruits ustations in publica- ment of Agriculture, make wax or other tables.	\$1,200-\$1,000	\$1,200	Copyist.....	\$720
				1,350		
				1,440		
				1,560		
		Artist (museum).....  Definition: The duties of incumbents of these positions are to make drawings and paintings of zoolog- ical, archeological, entomological and fossil specimens, maps and geological sections for text illustrations in publications of the New York State Museum, and to make plaster models and to restore specimens for exhibition.	1,600-1,000	1,600	Artist.....	1,800
				1,680		
				1,800		
				1,980		
Instructor of the blind.....	I	Instructor of the blind.....  Definition: The duties of incumbents of these positions are to give instruction to the blind located in homes, workshops or elsewhere in reading and writing tactile prints and in appropriate handi-	720-600	720	.....	800
				780		
				840		
				900		

Educational specialist.....	I ]	1,800-3,300	1,800	2,000
			1,980	2,400
			2,160	1,800
			2,340	2,700
			2,520	2,900
			2,700	2,500
			2,820	1,600
			3,060	1,500
			3,300	1,800
				3,000
II ]	1,320-1,800	1,320	1,000	
		1,440	1,020	
		1,560		
		1,680		
		1,800		

# EDUCATIONAL SERVICE—Continued

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHOR-		
Group	Grade	Titles and duties	COMPARISON		Title	Rate
			Range	Rates		
Educational specialist—Con- sidered.....	I	Educational, specialist (visual instruction).....  Definition: his position achieve and thods, prin- ion, and to ion on the collections pictures for rises work in other re- a and pres-	\$2,400-\$3,200	\$2,500	Specialist in training school classes.....	\$2,500
				2,820	Specialist in vocational schools..	2,500
				3,000	Specialist in vocational educa-	1,800
				3,300	tion for girls.....	3,000
	II	Supervising educational specialist (examinations)..  Definition: The duties of incumbents of these positions, which may involve supervision of employees in	3,600-4,800	3,600 3,900 4,200 4,500 4,800	Chief of division of visual instruc- tion.....	3,000

Supr edu	.....	.....	Chief of division of vocational schools.....	4,000
	.....	.....	Chief.....	3,500
	.....	.....	Chief.....	4,000
	.....	.....	Director.....	4,000
Stat	.....	.....	Director and State historian.....	4,500
Defi	.....	.....		
III				
Dira	5,100-5,700	5,100	Assistant commissioner.....	5,000
Defi	.....	5,400		
	.....	5,700		
Dira	.....	.....	Assistant commissioner.....	5,000
Defi	.....	.....		

# EDUCATIONAL SERVICE—Continued

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES A USED PRE- SENT RATES PROPOSED GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPRAISAL	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Educational specialist—Continued	III	Director higher education <i>Definition:</i> The duties of the incumbent of this position are to plan, supervise and direct those activities of the Department of Education which relate to higher education			\$5,000
	I	Health lecturer <i>Definition:</i> The duties are to give instruction on health, as directed, in a service is no	\$960-\$1,560	\$960 1,080 1,200 1,320 1,440 1,560	1,000
Librarian	I	Library assistant <i>Definition:</i> The duties of incumbents of these positions are to perform, under supervision, duties in the buying, examining, annotating, classifying,	600-750	600 660 720 780	480 720 600 720 480





**EDUCATIONAL SERVICE — Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHOR-	
Group	Grade	Titles and duties	COMPENSATION		Title
			Range	Rates	
Librarians — Continued.....	IV	Senior librarian.....	\$3,160-\$3,630	\$2,160	.....
		<i>Deduction:</i> The duties of incumbents of these positions which may involve supervision of employees in Grades I, II and III, are to direct and assume responsibility for the activities of the more important units of organization or sections of the State library, and to perform independently other duties requiring the highest degree of training and specialized knowledge of library procedure and technique.		\$2,340 2,520 2,630	librarian..... librarian..... .....
		Archivist.....	.....	.....	Chief archivist.....
					3,000



**EDUCATIONAL SERVICE—Concluded**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES OF EXISTING ADJUSTED PAY RATES POSTED CLASSIFIED AFTER APPRAISAL	
Group	Grade	Titles and duties	COMPARISON	
			Range	Rate
Institution teacher and lecturer—Continued....	II	vocational instruction or training and other educational work not covered in any other or penal or penal supervise		
		assist in the preparation of courses of instruction, to supervise the institution library and publications issued by inmates, and to perform such other administrative duties relative to the educational and vocational work of a State charitable institution or reformatory as may be assigned.		
Publicity specialist.....	I	Publicity specialist.....	\$1,800—\$2,580	\$1,800
		Definition: of these positions preparation for literature; historical revision; and education; is not other departmental other related		2,500 2,000 2,400 3,000
Regents examiner.....	I	Regents examiner.....	900—1,320	900
				Clerk.....



# INVESTIGATIONAL AND EXAMINING SERVICE

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHORIZED FOR RATES FORCED ( CLASSIFIED AFTER APPRAISAL)	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
After-care agent.....	I	After-care agent.....  Definition: The duties of incumbents of these positions are to visit regularly, assist and generally care for patients paroled from State hospitals for the insane, to keep prescribed records and reports and to perform other related work.	\$600-\$720 maintenance.	\$600 600 720	\$720 1,200 516 720
Bank examiner.....	I	Assistant bank examiner.....  tions, of the attitude, advice, counts or to minor	1,800-2,100 or 6-7 p. d.	1,800 1,980 2,100 or 6 p. d. 7 p. d.	
	II	Bank examiner.....  Definition: The duties of incumbents of these positions are to supervise examinations of minor or	2,340-3,540 or 8-12 p. d.	2,340 2,580 2,820 3,060 3,300	8 p. d. 9 p. d. 10 p. d. 11 p. d. 12 p. d.

III	Sup	2,540 or 8 p. d. 8.50 p. d. 9.25 p. d. 10 p. d. 11 p. d. 12 p. d.	Bank examiner..... Chief clerk and examiner.....	10 p. d. 3,260
	Chk			
	Def			
	Sup	3,900-4,500 or 13-15 p. d.	Bank examiner..... Bank examiner..... Bank examiner.....	13 p. d. 14 p. d. 16 p. d.
	Chk			
	Def			
I	Sup	4,800-5,400 or 16-18 p. d.	Chief examiner.....	18 p. d.
	Chk			
	Def			
Civil service examiner.....	Sup	1,440-1,800	Examiner..... Examiner..... Examiner.....	1,200 1,300 1,440
	Chk			
	Def			

## INVESTIGATIONAL AND EXAMINING SERVICE—Continued

**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

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TITLES AND RATES OF EXISTING AUTHORIZED POSITIONS, WITH STANDARD TITLES AND RATES OF PAY  
RATES ARE \$  
FOUR GRADES  
CLASSIFIED AFTER APPRAISAL

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY

Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Civil service examiner—Continued.....	II	<p>Senior civil service examiner .....</p> <p><i>Definition:</i> The which is a method of major examining work of the Civil Service Commission, to prepare and rate technical, scientific or other important written or oral examinations, requiring an intimate knowledge of the employment or technical inspections and practices under the provisions of the act.</p>	\$1,980-\$3,580	<p>\$1,980 2,180 2,340 2,580</p>		<p>Examiner..... \$1,900 Examiner..... 1,900 Examiner..... 2,000</p>
		Senior civil service examiner (standards and service records) .....				
		<p><i>Definition:</i> The duties of incumbents of these positions, which require ability to investigate and report upon working conditions of the personnel.</p>				





# INVESTIGATIONAL AND EXAMINING SERVICE — Continued

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING ACTION- IZED P- RATES PROPOSED CLASS		
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Examiner of compensation claims—Continued .....	II	Senior examiner of claims .....	\$1,500-\$1,980	\$1,500	Assistant examiner of claims .....	\$1,250
				1,680	Assistant examiner of claims .....	1,500
				1,800	Examiner of claims .....	1,500
				1,980	Examiner of claims .....	2,000
					Senior clerk .....	1,200
					Underwriting clerk .....	1,200
					Underwriting clerk .....	1,800
	III		2,580-3,540	2,580	Deputy commissioner .....	4,000
				2,820		
				3,060		
				3,300		
				3,540		



# INVESTIGATIONAL AND EXAMINING SERVICE — Continued

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES OF EXISTING AUTHOR-	
Group	Grade	Titles and duties	COMPENSATION	
			Range	Rates
Examiner of corporation tax — Continued.....	II	Senior examiner of corporation tax.....	\$2,160-\$2,580	\$2,160
		Definition: of this position the responsibility division of that it of the State enforcement of relative to the assessment of corporation taxes.		2,340 2,580
	III	Supervising examiner of corporation tax.....	2,820-3,300	2,820
		Definition: The duties of are to assist in of the activities sation unit of t with the enforce Tax law relativ tion taxes.		3,000 3,300
				3,000
				3,000

IV	Examiner of documents and records .....					
		Chief examiner of corporation tax.....	3,900-5,100	3,900	Deputy commissioner and chief clerk.....	5,000
I	Definition: The duties of the incumbent of this position are to direct and assume complete responsibility for the activities of that bureau or other organization unit of the State department charged with the enforcement of the provisions of the Tax Law relative to the assessment of corporation taxes.					
		Junior examiner of documents and records (stock transfer tax)				
	Definition: The duties of incumbents of these positions, which require a knowledge of the statutory and departmental regulation governing the procedures involved and of bookkeeping procedure and office methods, are to perform, under supervision, detail work involved in the examination of documents and records relating to special features of financial transactions.					
		Junior examiner of documents and records (stock transfer tax).....	1,080-1,320	1,080 1,200 1,320		
	Junior examiner of documents and records (court and trust funds) .....					
			1,080-1,440	1,080 1,200 1,320 1,440		
II	Examiner of documents and records (mortgage tax)					
		Examiner of documents and records (stock transfer tax)				
	Examiner					
	Defa					

**INVESTIGATIONAL AND EXAMINING SERVICE—Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHORIZED PAY RATES FOR CLASS		
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Examiner of documents and records—Continued . . . . .	II	Examiner of documents and records (mortgage tax)	\$1,680-\$1,980	\$1,680 1,800 1,980	Mortgage tax examiner . . . . .	\$1,800
		Examiner of documents and records (stock transfer tax) . . . . .	1,440-1,800	1,440 1,560 1,680 1,800	Examiner . . . . .	2,000
		Examiner of documents and records (court and trust funds) . . . . .	1,800-1,980	1,560 1,680 1,800 1,980	Examiner of court and trust funds	10 p. d.
		Examiner of documents and records (corporation papers) . . . . .	1,440-1,980	1,440 1,560 1,680 1,800 1,980	Clerk . . . . . Examiner of corporations . . . . .	1,750 1,900
		Definition:				

ports submitted by applicants requesting authority to operate as a corporate body, and to determine their conformity with the laws of the State.

ports submitted by applicants requesting authority to operate as a corporate body, and to determine their conformity with the laws of the State.

III	Sup	Def	2,240-3,200	2,240 2,250 2,260 2,270 2,280 2,290	Examiner mortgage tax.....	3,000
	Sup	Def				
	Sup	Def	2,240-3,000	2,340 2,350 2,360 2,370 2,380	Examiner of corporation papers.....	2,500
	Sup	Def				
	Sup	Def	2,580-3,540	2,580 2,590 2,600 2,610 2,620	Examiner of court and trust funds.....	14 p. d.
	Sup	Def				
IV	Chir	Chir				
	Chir	Chir				





Industrial mediator.....	I	2,100-3,000	2,100 2,340 2,580 2,820 3,060	Mediator of industrial disputes. Assistant mediator..... Special agent.....	2,800 2,500 2,000
	II	3,600-4,800	3,600 3,900 4,200 4,500 4,800	Deputy Commissioner.....	5,000
	I	1,800-2,340	1,800 1,980 2,160 2,340	Assistant examiner..... Assistant examiner..... Assistant examiner..... Assistant examiner..... Assistant examiner.....	1,800 1,950 2,100 2,200 2,400 2,412
	II	2,580-3,540	2,580 2,820 3,060 3,300 3,540	Assistant chief examiner..... Assistant chief examiner..... Assistant chief examiner..... Assistant examiner..... Chief examiner..... Examiner..... Examiner.....	3,012 3,250 3,750 3,500 4,000 2,000 2,750 3,000
Insurance examiner.....	I	1,800-2,340	1,800 1,980 2,160 2,340	Assistant examiner..... Assistant examiner..... Assistant examiner..... Assistant examiner..... Assistant examiner.....	1,800 1,950 2,100 2,200 2,400 2,412
	II	2,580-3,540	2,580 2,820 3,060 3,300 3,540	Assistant chief examiner..... Assistant chief examiner..... Assistant chief examiner..... Assistant examiner..... Chief examiner..... Examiner..... Examiner.....	3,012 3,250 3,750 3,500 4,000 2,000 2,750 3,000
	I	1,800-2,340	1,800 1,980 2,160 2,340	Assistant examiner..... Assistant examiner..... Assistant examiner..... Assistant examiner..... Assistant examiner.....	1,800 1,950 2,100 2,200 2,400 2,412
	II	2,580-3,540	2,580 2,820 3,060 3,300 3,540	Assistant chief examiner..... Assistant chief examiner..... Assistant chief examiner..... Assistant examiner..... Chief examiner..... Examiner..... Examiner.....	3,012 3,250 3,750 3,500 4,000 2,000 2,750 3,000

# INVESTIGATIONAL AND EXAMINING SERVICE — Continued COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES OF EXISTING AGENCIES	
Group	Grade	Titles and duties	COMPENSATION	
			Range	Rate
Insurance examiner—Gen'l	III	Chief insurance examiner.	\$3,900—\$4,400	\$3,900 4,200 4,500 4,800 5,100 5,400
		Definition: The duties of incumbents of these positions are to supervise a primary examining unit of the State department of the examination of the records of insurance companies and other critical and matters of the insurance industry for ad-		Chief examiner..... \$4,000 Chief examiner..... 4,500 Chief examiner..... 5,000 Chief examiner..... 6,000
Examiner of local assessments.....	I	Exam	1,680—\$2,160	Special agent..... 1,800 Special agent..... 2,000 Special agent..... 2,100
		Def't		

assessors in the performance of their work and to perform other related duties of similar standard and character.

\$1,080-\$1,800	\$1,080	Detective agent.....	\$1,800
	1,200	Detective.....	1,600
	1,320	District supervisor.....	2,000
	1,440	Confidential agent.....	1,800
	1,560		
	1,680		
	1,800		
1,320-1,800	1,320	Inspector.....	1,600
	1,440		
	1,560		
	1,680		
	1,800		
1,080-1,320	1,080		
	1,200		
	1,320		
1,560-1,980	1,560	Appraiser.....	1,800
	1,680		
	1,800		
	1,980		

# INVESTIGATIONAL AND EXAMINING SERVICE — Continued

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHOR- CLASSIFIED AFTER APPRAISAL	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Miscellaneous investigator — Continued.....	II	Senior investigator (miscellaneous).....	\$1,800—\$2,340	\$1,800 1,980 2,160 2,340 2,520	\$4,000
		..... nts of these positions, knowledge of investi- olve independent re- xm highly specialized ing work not covered location to be used as a nd assistance			
Examples of municipal ac- counts.....	I	Exa	1,800—2,340	1,800 1,980 2,160 2,340	
		Def			
		of minor scope.			

II		2,530-3,300	2,530 2,930 3,080 3,300	Examiner of municipal accounts Examiner of municipal accounts. Examiner of municipal accounts.	8 p. d. 10 p. d. 11 p. d.
	III				
I		3,600-3,900	3,600 3,900	Examiner of municipal accounts.	13 p. d.
		4,200-4,800	4,200 4,500 4,800	Chief clerk.....	4,000
		840-1,020	840 900 960 1,020	Parole agent, with maintenance. Parole agent, with maintenance.	780 840
	Parole officer.....	When maintenance is not furnished \$240 will be granted in addition to above rates.			

**INVESTIGATIONAL AND EXAMINING SERVICE — Continued**

**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF  
TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES OF EXISTING AUTHOR- IZED POSITIONS. (EXISTING TITLES AND RATES ARE SHOWN OPPOSITE PRO- POSED GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPRAISAL.)	
Group	Grade	Titles and duties	COMPENSATION	
			Range	Rates
Parole officer — Continued		paroled inmates, to perform such follow-up		
	II Semi Day		\$1,080-1,560  When main- tenance is not furnished \$240 will be granted in addition to above rates.	\$1,080 1,140 1,200 1,320 1,440 1,560  Assistant parole officer, no main- tenance..... Chief parole agent, maintenance..... Parole officer, maintenance..... Parole officer, maintenance..... Parole officer, maintenance..... Parole officer, maintenance.....
				1,200 1,000 720 1,200 1,500



**INVESTIGATIONAL, AND EXAMINING SERVICE — Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES OF EXISTING AUTHOR-	
Group	Grade	Titles and duties	COMPENSATION	
			Range	Rates
Social investigator — <i>Cont'd.</i>		<p>standard</p> <p>Social invest</p> <p>Definition: The d which a inspect camps, l docks, places f of the la ment of violation exploita ment of dition c to trans prefer a</p>	\$1,080-\$1,800	<p>\$1,080</p> <p>1,200</p> <p>1,320</p> <p>1,440</p> <p>1,560</p> <p>1,680</p> <p>1,800</p>
				<p>Special investigator.....</p> <p>Special investigator.....</p> <p>\$1,200</p> <p>1,800</p>



2,240-3,540	Inspector..... Superintendent.....	1,500 2,000
.....	Chief Investigator.....	3,000
3,000-4,500	Superintendent of State and Alien Poor.....	3,500
	2,240 2,500 2,800 3,000 3,200 3,540	
	.....	
	3,000 3,500 4,000 4,500	

INVESTIGATIONAL AND EXAMINING SERVICE—Continued

COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES OF EXISTING AUTHORIZED POSITIONS. (EXISTING TITLES AND RATES ARE SHOWN OPPOSITE PROPOSED GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPRAISAL.)	
Group	Grade	Titles and duties	COMPENSATION	
			Range	Rate
Social investigator—Conf'd.		<p>of statutory of all States, series and of statute, to State, alien annual reports to perform be imposed tion . . .</p> <p>Junior special franchise appraiser . . . . .</p>	\$1,680-2,340	\$1,680
Special franchise appraiser.	I	<p><b>Definition:</b> The duties of incumbents of these positions are to collect and interpret data pertaining to the value of tangible and intangible property subject to special franchise taxation, involving the preparation of inventories, the examination of the books and records of owners of special franchise property, the making of special investigations of a related nature and the examination of special franchise reports, and to compute the value of tangible and intangible property under investigation.</p>		<p>Special agent . . . . . \$1,800</p> <p>Special agent . . . . . \$2,000</p> <p>Special agent . . . . . \$2,100</p>

II	2,550-3,540	3,600	Expert organizer.....	3,000
		2,520		
		3,040		
		3,900		
		3,540		
III	3,900-5,100	3,900	Deputy commissioner.....	4,000
		4,200		
		4,500		
		4,800		
		5,100		
I	900-1,560	900	Interpreter.....	1,000
		1,080	Chief interpreter and transfer agent.....	1,500
		1,080		
		1,300	Transportation agent.....	900
		1,320		
		1,440		
		1,560		
			Transportation agent.....	

# INVESTIGATIONAL AND EXAMINING SERVICE—Concluded

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHOR-	
Group	Grade	Titles and duties	COMPENSATION		CLASSIFIED AFTER APPRAISAL
			Range	Rate	
Underwriter.....	I	Underwriting clerk. Definition: The duties of incumbents of these positions are to examine and underwrite applications for workmen's compensation insurance in the State Insurance Fund, to audit payrolls of policyholders and conduct investigations relative to wage expenditures, to confer with employers regarding questions arising under the Workmen's Compensation Law and to perform other related work.	\$1,300-\$1,500	\$1,300	Assistant examiner of claims.....
				1,350	Payroll auditor.....
				1,440	Payroll auditor.....
				1,500	Underwriting clerk.....
					Underwriting clerk.....
	II	Underwriter. Definition: The duties of incumbents of these positions are to direct and assume responsibility for field and office work of employees in Grade I, to act as representative of the State Insurance Fund in dealing with employers and others in connection with complicated underwriting problems involved in the administration of such funds, and to perform other work of equivalent character and standard.	1,600-2,340	1,600	Underwriting clerk.....
				1,800	
				1,900	
				2,100	
				2,340	
					1,800

# INSPECTIONAL SERVICE

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY					TITLES AND RATES OF EXISTING AUTHORITIES AND PROPOSED WORKS	
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Inspector of bees.....	I	Inspector of bees ..... <i>Definition:</i> If incumbents of these positions supervise apiaries and other places where or the purpose of detecting, controlling communicable diseases in accordance with statutory or departmental regulation, to give advice and instruction to bee keepers in the care and treatment of bees and to perform other related duties as may be assigned.	\$750	\$750	Inspector of bees.....	\$800
Inspector of buildings.....	I	Inspector of buildings..... <i>Definition:</i> See positions, and familiarity with building construction, special inspection, regulation, report of public health, and report of construction plans, special inspection, and regulation.	1,200-1,800	1,200	Confidential inspector.....	1,400
				1,320	Inspector of heating, lighting and plumbing.....	2,250
				1,440		
				1,560		
				1,680		
				1,800		

**INSPECTIONAL SERVICE—Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHOR- IZED F RAMES POSED CLASSE	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Inspector of buildings— Continued		lation relative thereto, to pass upon estimates maintenance and to equivalent character			
Inspector of dairy products and food.....	I	Inspr Defn:	\$900-\$1,300	\$900 1,020 1,140 1,260 1,380	Agent..... Agent..... Agent..... Agent..... Agent..... Confidential agent..... Laborer..... Sanitary agent..... Veterinary agent..... 6000 1,200 1,200 1,800 1,800 2,000 1,500 1,200 2,000
		Instructor in cheese making..... Definition: The duties of incumbents of these positions are to instruct and give advice to cheese manu- facturers, dairymen and farmers in the making of standard cheese, to talk at meetings of	1,140-1,600	1,140 1,200 1,380 1,500 1,600	Cheese instructor..... Cheese instructor..... 1,200 1,500

Inspector of engineering works.....	I			Agent..... Agent in charge..... Agent in charge..... Agent in charge.....	1,500 1,500 1,500 2,100
	II	1060-2,340	1,000 1,800 1,000 2,100 2,340		
	III	2,580-3,000	2,580 2,820 3,000	Agent.....	2,700

**INSPECTIONAL SERVICE -- Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS -- PRESENT AND PROPOSED -- SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHOR-	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Inspector of buildings -- Continued					
Inspector of dairy products and food.....	1	Inspection relative thereto, to name upon estimates ice and to character	\$900-\$1,360	\$900 1,020 1,140 1,260 1,380	Agent..... Agent..... Agent..... Agent..... Agent..... Confidential agent..... Laborer..... Sanitary agent..... Veterinary agent..... 9000 1,200 1,260 1,500 1,800 2,000 1,500 720 1,200 2,000
		Instructor in cheese making..... Definition: The duties of incumbents of these positions are to instruct and give advice to cheese manu- facturers, dairymen and farmers in the making of standard cheeses, to talk at meetings of	1,140-1,680	1,140 1,260 1,380 1,500 1,680	Cheese instructor..... Cheese instructor..... 1,200 1,500



II	Sup	1680-2,340	1,680	Agent.....	1,500
	Def		1,800	Agent in charge.....	1,500
			1,680	Agent in charge.....	1,800
			2,100	Agent in charge.....	2,100
			2,340		
III	Chk	2,580-3,060	2,580	Agent.....	2,700
	Def		2,820		
			3,060		
I	Insp				
	Insp				
	Insp				
	Insp				
	Insp				
	Insp				
Inspector of engineering works.....					

INSPECTIONAL SERVICE—*Continued*  
COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF  
TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

Excise inspector.....	I	Ins	1,200-1,600	1,300 1,330 1,440 1,560 1,680	Inspector of masonry..... Masonry inspector.....	1,500 1,500
			1,200-1,600	1,300 1,330 1,440 1,560 1,680 1,800	Inspector of steel..... Inspector of steel..... Inspector of steel.....	1,500 1,650 1,800
			.....	.....	Inspector of track work installation.....	1,501
			.....	.....	Inspector of conduits..... Inspector of conduits.....	2,000 1,500 1,800
	I	Exc	900-1,200	900 1,080 1,200	Special agent..... Special agent.....	1,000 1,250
		Def				
	II	Sen	1,230-1,560	1,330 1,440 1,560	Detective..... Special agent.....	1,500 1,500
		Def				

# INSPECTIONAL SERVICE — Continued

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHORIZED PAY RATES BOARD CLASS	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Excise Inspector—Continued.	III	county treasurers action of fees and regarding alleged Law and to por- as may be neces- sary	\$2,160-\$3,060	\$2,160	Inspector of farms.....
				2,340	
				2,520	
				2,690	
				3,060	
Inspector of farms.....	I	Inspr	1,800-2,580	1,800 1,980	\$2,400

Fish and game protector....	I	II	
		2,160	Game protector.....
		2,340	
		2,520	
	840-1,080	840	Game protector.....
		900	
		960	
		1,020	Fisheries protector.....
		1,080	
		1,440	Div. chief game inspector.....
	1,440-1,680	1,560	
		1,680	
		2,160	Deputy chief game protector....
		2,340	
		2,520	
		2,700	
		2,880	
		3,060	
	2,160-3,060		

# INSPECTIONAL SERVICE—Continued

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES OF EXISTING AUTHORIZED PAY RATES FOR ROAD CLAIMS			
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Fish and game protector— Continued .....		Supervisor of marine fisheries..... Definition: The duties of the incumbent of this position, which require a high degree of administrative ability, are to direct the bureau or other primary unit of the State department charged with the regulation and control of the marine fisheries in the State.	.....	.....	Superintendent, marine fisheries.	\$3,000
	III	Chief game protector..... Definition: his position, of administrative bureau or department those protective relative to	\$3,300-\$4,200	\$3,300 3,600 3,900 4,200	Chief game protector.....	4,000
Forest ranger and observer..	I	Ranger..... Definition: The duties of incumbents of these positions, which require a knowledge of the general topography of specific forest districts in the	60-75 monthly	60 65 70 75	Ranger..... Ranger..... Ranger..... Ranger.....	50 60 72 75



**INSPECTIONAL SERVICE—Continued**

**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF  
TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHOR- ITIZATIONS (WHERE APPLICABLE)		
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Industrial inspectors—Cen'd	III	Supe Definition:	\$2,340-\$3,000	\$2,340	Assistant chief factory inspector.	\$3,000
				2,590	Chief mercantile inspector.....	3,000
				2,820	Supervising factory inspector....	2,500
				3,000		









# INSPECTIONAL SERVICE—Continued

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY					TITLES AND RATES OF EXISTING AUTHOR-	
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Inspector of mechanical appliances and equipment —Continued.....	III	boilers of vessels, to issue certificates to perform such necessary to the or departmental  Chief inspector of stationary boilers and explosives. <i>Definition:</i> The duties of the incumbent of this position, which involve supervision of inspections of boilers in Grade I, are to assume responsibility for the enforcement of statutory and departmental regulation relative to the inspection of stationary boilers and the storage of explosives and inflammable materials.	\$2,340-\$3,060	\$2,340 2,590 2,820 3,060	Chief engineering bureau, boiler and explosives.....	\$3,500
	I	Inspector of mines and tunnels..... <i>Definition:</i> The duties of incumbents of these positions are to inspect and report upon the working conditions, safety appliances, hazards and methods of accident prevention in mines, tunnels, drifts, inclines, slopes, caissons and quar-	1,440-2,160	1,440 1,560 1,680 1,800 1,920 2,160	Mine and tunnel inspector.....	1,800

[illegible]

**INSPECTIONAL SERVICE—Continued**

**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF  
TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHORIZED PAY RATES FOR THE CLASS	
Group	Grade	Titles and duties	COMPARISON		Rate
			Range	Rates	
Miscellaneous inspector— Continued.....		Pharmaceutical inspector.....	\$1,200-\$1,600	\$1,200 1,320 1,440 1,560	\$1,200 1,500 1,600
		Definition: These positions are inspections of places where are prepared, is purpose of of violations in court upon perform such ry to the en-			
		Inspector of explosives.....	900-1,200	900 960 1,020 1,080 1,140 1,200	2,000
		Definition: The duties of incumbents of these positions are to make under direction, routines or special inspections of containers and magazines in which and the conditions under which explosives are manufactured, stored, sold, transported, to report thereon and make recommendations as a basis for executive action for the purpose of enforcing statutory or depart-			

II	1,800-2,340	1,800	Supervising cold storage in-	2,500
		1,980	pector.....	
		2,100		
I	900-1,200	2,340		
		900	Inspector.....	720
		960	Inspector.....	900
		1,020	Inspector.....	1,200
		1,080	Laborer.....	1,720
II	1,440-1,980	1,140	Laborer.....	900
		1,260		
		1,440	Assistant chief of bureau.....	1,900
		1,560	Inspector.....	1,500
		1,680	Chief inspector.....	2,000
		1,800		
		1,980		

Inspector of plant industry.

# INSPECTIONAL SERVICE -- Continued COMPARATIVE CLASSIFICATION OF EMPLOYMENTS -- PRESENT AND PROPOSED -- SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES IN EXISTING AUTHOR- IZED PAY RATES FOUNDER CLASS	
Group	Grade	Titles and duties	COMPENSATION	
			Range	Rate
Inspector of plant industry -- Continued	III	Chief inspector of plant industry....	\$2,580-\$3,300	\$2,580 2,820 3,060 3,300
		<p>Chief inspector of plant industry....</p> <p>is of th es of a idge in nd exti rthe, ar ll and</p> <p>plete responsibility for the adm the bureau or other primary unit department charged with the plant industry, to conduct reser industry and to perform such duties as may be necessary to the enforcement of the provisions of the Agricultural Law rela- tive thereto.</p>		Chief of bureau..... \$3,000



Inspector of public service..

I

1,080-1,200	1,080 1,140 1,200	Telephone traffic inspector.....	1,200
900-1,200	900 960 1,020 1,080 1,140 1,200	Chief fire inspector..... Fire inspector.....	1,200 900
900-1,440	960 1,020 1,080 1,200 1,320 1,440	Transit inspector..... Transit inspector.....	901 1,200
1,080-1,440	1,080 1,140 1,200 1,320 1,440	Chief inspector, telephone and telegraph..... Inspector, telephone and telegraph..... Telephone inspector.....	1,800 1,200 1,300

**INSPECTIONAL SERVICE—Concluded**

**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF  
TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHOR- IZED FOR RATES PROPOSED C CLASSIFIED		
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Inspector of public service — Continued.....	II	complaints, and to per- i of an equivalent charac-	\$1,680-\$2,340	\$1,680	Assistant supervising transit in-	\$1,500
				1,800	spector.....	1,800
				1,980	Supervising transit inspector....	1,680
				2,160	Supervising transit inspector....	1,800
				2,340		
			.....	.....	Traffic inspector.....	2,400

.....	.....	Accident inspector..... Inspector of operation.....	2,000 2,400
2,580-3,540	2,580 2,630 3,000 3,300 3,540	General inspector.....	4,500
III			

**SKILLED LABOR SERVICE**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHORITIES	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Animal husbandman.....	I	Poultryman..... <i>Definition:</i> ..... of these positions of a poultry farm, if incubators and feeding of poultry or related work.	\$840-\$900	\$840 900 900	\$900
	II	Dairy foreman..... <i>Definition:</i> The duties of the incumbent of this position, which require highly specialized knowledge of dairy husbandry and the manufacture of dairy products, are to take charge of an experiment station dairy, involving the supervision of em- ployees, the direction of the purchase of food and the planning of rations for dairy cattle, to test the graduation of Babcock glassware and to perform such other related work as may be re- quired.	1,200-1,800	1,200 1,350 1,440 1,560 1,680 1,800	1,800
		Poultry foreman.....			2,000

1,200-1,440

1,200  
1,320  
1,440

Assistant engineer..... 1,878  
Chainman..... 900  
Foreman of borings..... 1,500  
Highway inspector..... 1,080  
Highway inspector..... 1,400  
Inspector of construction..... 1,080  
Inspector of construction..... 1,400  
Foreman..... 1,565  
General foreman..... 1,200  
Leveler..... 1,320  
Rodman..... 1,080  
Shop foreman..... 1,500  
Superintendent of Indian reserve,  
Superintendent of grounds and  
buildings..... 1,500  
Yard keeper..... 1,500  
Supervisor of bridges..... 1,500

1,080-2,160

1,680  
1,800  
1,980  
2,160

1,800  
2,200  
1,980  
1,980

in.....

1,980

Superintendent.....

**SKILLED LABOR SERVICE — Continued**

**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF  
TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHOR- IZED POSITIONS. (EXISTING TITLES AND RATES ARE SHOWN OPPOSITE PRO- POSED GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPRAISAL)	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Blacksmith.....	I	Blacksmith and machinist helper..... <i>Definition:</i> The duties of are to assist in parts or tools us in the repair bridges, locks, & work in which quired.	\$540-\$680	\$540	Blacksmith.....
				600	Blacksmith's helper.....
				680	Blacksmith's helper.....
	II	Blacksmith..... <i>Definition:</i> The duties of incumbents of these positions are to make iron products used in building con- struction, upkeep of bridges, locks, etc., other work pertaining to the trade.	\$640-1,140	840	Blacksmith.....
				900	Blacksmith.....
				960	Blacksmith.....
				1,020	Blacksmith.....
Bricklayer.....	I	Bricklayer..... <i>Definition:</i> The duties of incumbents of these positions are to lay brick to line and grade in or upon any structure or form of work; to do fire	1,200-1,560	1,080	Blacksmith.....
				1,140	Blacksmith.....
				1,200	Blacksmith.....
				1,320	Blacksmith.....
				1,440	Blacksmith.....
				1,560	Blacksmith.....



# SKILLED LABOR SERVICE — Continued

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY					TITLES AND RATES OF EXISTING AUTHORIZED POSITIONS. (EXISTING TITLES AND CLASSIFIED AFTER APPRAISAL)	
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Cook.....	I	Cook..... <i>Definition:</i> The duties of incumbents of these positions are to prepare and cook food for employees at isolated points and on boats and scows, and to perform such other work as may be directed.	\$15-50 per month	\$15 00	Camp cook .....	\$50 00
				20 00	Cook.....	15 00
				25 00	Cook.....	18 00
				30 00	Cook.....	30 00
				35 00	Cook.....	25 00
				40 00	Cook.....	50 00
	II	Chef..... <i>Definition:</i> The duties of incumbents of these positions, which involve supervision of assigned employees, are to direct and assist in the preparation and cooking of food in a restaurant operated by the State.	4-5 per day	4 00	Chef.....	5 00
				4 50		
				5 00		
Diver. . .	I	Divers' helpers..... <i>Definition:</i> The duties of _____ positions are to operate _____ and signal line, to interpret _____ supervise the operation of the air pump; and to perform such other duties as are necessary to insure the safety of diver and to assist him in his work.	720-900	720	Lifeman.....	720
				780		
				840		
				900		



Electrician. . . . .	I	840-1,140	840	Diver.....	1,140
			900		
			960		
			1,020		
	II	1,200-1,560	1,200	Electrician.....	900
			1,320	Laborer.....	792
			1,440		
			1,560	Look operator.....	1,000
	II	1,200-1,560	1,200	Look operator.....	1,048
			1,320		
			1,440		
			1,560		
	II	1,200-1,560	1,200	Electrical engineer.....	1,500
			1,320	Electrical engineer.....	1,812
			1,440		
			1,560	Assistant look master.....	1,201
	II	1,200-1,560	1,200	Assistant look master.....	1,261
			1,320		
			1,440		
			1,560		

**SKILLED LABOR SERVICE—Continued**  
**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF**  
**TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			T <sub>1</sub>	
Group	Grade	Titles and duties	COMPENSATION	
			Range	Rates
Electrical operator and steam engineer.....	I	Assistant electrical operator and steam engineer. Fireman of boilers Definition: in positions, other em- id repairing ther equip- ventilating ; or to fire ; coal used, adjust water	\$840-\$1,080	\$840 900 960 1,020 1,080
		Assistant electrical operator and steam engineer. Fireman of boilers.....		..... .....
		Chief fireman..... Steam engineer..... Fireman..... Fireman..... Fireman..... Fireman..... Fireman.....		\$1,066 1,100 900 939 990 1,066 1,080

II	Elec Dep	1,140-1,440	1,140 1,200 1,320 1,440	Assistant chief engineer..... Assistant chief engineer..... Assistant steam engineer..... Assistant steam engineer..... Engineer..... Engineer.....	1,210 1,500 1,100 1,210 1,210 1,500
I	Elev Dep	720-900	720 750 840 900 900	Elevatorman..... Elevatorman..... Elevatorman.....	720 900 1,200
I	Exhi Dep	720-900	720 750 840 900	Laborer.....	720
I	Fish Dep	900-1,140	900 1,020 1,080 1,140	Foreman of hatchery.....	1,080
I	Flor Dep	900-1,200	900 1,020 1,080 1,140 1,200	Gardener.....	1,200

**SKILLED LABOR SERVICE — Continued**

**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES USED IN PRESENT GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPRAISAL	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Janitor.....	I	Janitor-custodian..... <i>Definition:</i> The duties of incumbents of these positions are to be responsible for the maintenance and control by the State, heating, electrical and here required, to assist in directing persons	\$840-\$1,320	\$840	Head janitor.....
				900	Janitor.....
				960	Janitor.....
				1,020	Janitor.....
				1,080	Janitor.....
Machinist.....	I	Blacksmith and machinist helper..... <i>Definition:</i> Machinist of iron on, and shies, n other not re-	\$40-600	540	Blacksmith's helper.....
				600	Blacksmith's helper.....
				660	Blacksmith's helper.....
Machinist.....	II	Machinist.....	900-1,440	900	Blacksmith.....
				960	Elevator repair man.....

1,500  
900

[illegible]

**SKILLED LABOR SERVICE—Continued**

**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY			TITLES AND RATES OF EXISTING AUTHORIZED GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPRAISAL	
Group	Grade	Title and duties	COMPENSATION	
			Range	Rate
Marine worker—Continued.	.....	Captain.....	\$800-\$1,500	\$900 900 1,020 1,080 1,140 1,200 1,260 1,450 1,500
				\$1,980 500 782 800 900 1,080 1,200 1,500 1,680 1,800
		Pilot.....		900
		Marine engineman.....	\$1,820-\$1,500	1,320 1,440 1,500
		Definition: The are to for a the } Com		
		Members of these positions and assume responsibility on craft coming within Federal Department of		
Maritime health guard.....	I	Maritime health guard.....	\$40-1,080	940 900
		Chief deflector..... Marine passenger inspector.....		900 1,000



COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHORIZED POSITIONS. (EXISTING TITLES AND RATES ARE SHOWN OPPOSITE PROPOSED GRADES IN WHICH THEY WERE CLASSIFIED AFTER APPRAISAL)		
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Photographer .....	I	Photographer,.....  Definition: These positions are to develop, photograph, and make prints; to make a photostat; to prepare solutions from salts or from basic components.	\$900-\$1,320	\$900 1,020 1,060 1,200 1,320	Bertillon clerk..... Photographer..... Rodman.....	\$1,500 1,500 1,200
		Photographer (performing subterranean work).....	1,900-2,340	1,800 1,980 2,160 2,340	Photographer.....	2,750
Plumber and steamfitter.....	I	Plumber's helper..... Steamfitter's helper..... Plumber's and steamfitter's helper.  Definition: The duties of incumbents of these positions are to assist in the repair and installation of gas, water, vent and steam pipe lines, and to install radiators and plumbing fixtures.	540-660	540 600 660		
		Plumber's helper				





SKILLED LABOR SERVICE—Continued

COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHOR-	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Seamstress.....	I	Seamstress..... Definition: The duties of incumbents of these positions are to make and repair flags, shades, new, etc., and perform	\$480-540	\$480 540	\$620
Sheet metal worker and roofer.....	I	Roofer's helper and rigger..... Definition: The duties of incumbents of these positions are to assist in repairing tin, copper or slate and repairing gutters, lead- to erect derricks, rigging, perform other work in which is used.	900-1,080	900 960 1,020 1,080	1,095
	II	Sheet metal worker and roofer..... Definition: The duties of incumbents of these positions are to repair and lay tin, copper or slate roofs, to make or repair leaders, gutters and flash- ings, and to manufacture and repair articles made of sheet metal, and to perform other related work.	1,200-1,440	1,200 1,320 1,440	9 00 1,502

Steam roller engineer.....	I	Steam roller engineer.....	900-1,020	900 900 1,020	Steam roller engineer.....	900
		<i>Definition:</i> The duties of incumbents of these positions are to operate and repair steam rollers used in building or resurfacing macadam roads, asphalt, bitulithic or other bituminous street or highway surfaces.				
Stone mason and stone cutter.....	I	Stone mason..... Stone cutter.....	1,200-1,500	1,200 1,320 1,440 1,500	Stone cutter and tile setter.....	1,037
		<i>Definition:</i> The duties of incumbents of these positions are to cut, lay, dress and set granite, limestone and other hard stones for curbs, walks and steps; to repair tile and marble floors and to polish stone masonry.				
Taxidermist.....	I	Taxidermist.....	840-1,200	840 950 1,020 1,080 1,140 1,200	Taxidermist.....	900
		<i>Definition:</i> The duties of incumbents of these positions are to mount dead birds, fishes and animals for the purposes of exhibition and to be responsible for the care of same.				
Technical assistant.....	I	Technical assistant.....  these positions a, the technical qualified, in the a pathological, chemical labo- ratory.	900-1,020	900 900 720 840 900 1,020	Technical assistant..... Technical assistant..... Technical assistant..... Technical assistant.....	840 900 900 900
Upholsterer.....	I	Upholsterer..... <i>Definition:</i> The duties of incumbents of these positions are to make, mend or repair all kinds of cushion seats and other similar articles.	900-1,020	900 900 1,020	Upholsterer.....	1,000

# SKILLED LABOR SERVICE—Concluded

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHOR-	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Supt. of Game Bird Farm...	I	Superintendent of Game Bird Farm.....  Definition:  position, of a State to for the of game regulation, management.	\$1,560-\$3,160	\$1,560 1,680 1,800 1,980 2,160	\$2,000

**LABOR SERVICE**

COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY						TITLES AND RATES OF EXISTING AUTHORIZED POSITIONS AND RATES (FOURTH CLASS)
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Laborer.....	I	Laborer.....  Definition: The duties of the incumbents of these positions, which may involve supervision of employees, are to perform routine manual work not covered in any other Group specification.	\$480-\$900	\$480 540 600 660 720 780 840 900	n..... ..... assistant.... ..... ..... with horse).. ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... Chainman..... Chainman..... Cleaner..... Clerk..... Dam tender..... Deckhand..... Deckhand..... Deckhand.....	\$720 780 780 480 540 840 900 900 900 900 400 440 480

# LABOR SERVICE—Continued

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS—PRESENT AND PROPOSED—SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				T	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Laborer—Continued. ....	1	Laborer—Continued.....			Deckhand..... \$520
					Deckhand..... 600
					Deckhand..... 720
					Draftsmen..... 1,200
					Feeder tender..... 480
					Gate tender..... 360
					Gate tender..... 480
					Gate tender..... 600
					General gate tender..... 720
					Harbor master..... 900
					..... 1,000
					..... 1,000
					..... 1,440
					..... 600
					..... 720
					..... 792
					..... 900
					..... 900
					..... 780
					..... 240
					..... 600
					..... 1,080
					..... 600
					..... 640

11	Foreman of labor Attendant (mansion) Chief orderly (capital)				540 600 640 1,200 600 720 600 1,080 1,200 1,565 600 700 600 620 480 660 780
	Definition:				
	incumbents of these positions the work of cleaners, laborers as engaged in cleaning build- grounds or maintenance con- struction work.				
	Foreman of labor.....	900-1,200	800 960 1,020 1,080 1,140 1,200	Foreman..... Foreman..... Foreman..... Foreman..... Foreman..... Foreman.....	840 1,000 1,200 1,300 1,500 1,720 900 1,080 1,500
	Attendant (mansion).....	1,200-1,500	1,200 1,320 1,440 1,560	Attendant.....	1,200
	Chief orderly (capital ).....			Chief orderly.....	1,800

# LABOR SERVICE — Continued

## COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHORIZED FOR RATES CLASSIFIED		
Group	Grade	Titles and duties	COMPENSATION		Title	Rate
			Range	Rates		
Special laborer.....	I	Cleaner (female).....	\$300-\$390	\$300	Cleaner.....	\$390
		Definition: The duties of incumbents of these positions are to perform, under supervision, work involved in the scrubbing, mopping, washing, sweeping and dusting of offices, halls, corridors, etc.		320	Cleaner.....	480
				360	Charwoman.....	386
				390	Charwoman.....	375
					Charwoman.....	420
					Forewoman.....	390
					Forewoman.....	480
					Laundress.....	480
					Janitress.....	300
					Janitress.....	480
	Attendant (female).....	480-540	480	Portress.....	540	
	Definition: The duties of the incumbents of these positions are to care for retiring and rest rooms and to perform incidental work.		540			
	Forewoman of cleaners.....	480-600	480	Forewoman.....	540	
Definition: The duties of incumbents of these positions are to supervise and direct the work of cleaners (female).	540		Forewoman.....	600		
	600					





**LABOR SERVICE — Concluded**

**COMPARATIVE CLASSIFICATION OF EMPLOYMENTS — PRESENT AND PROPOSED — SHOWING PRESENT VARIETY OF  
TITLES AND EXTENT OF OVERPAYMENT AND UNDERPAYMENT**

PROPOSED CLASSIFICATION, BASED UPON DUTIES AND WORK REQUIREMENTS, WITH STANDARD TITLES AND RATES OF PAY				TITLES AND RATES OF EXISTING AUTHORIZED PAY RATES FOR THE CLASS	
Group	Grade	Titles and duties	COMPENSATION		Rate
			Range	Rates	
Watchman — Continued . . .			\$480—\$900	\$480	Watchman . . . . .
				540	Watchman . . . . .
				600	Watchman . . . . .
				680	Watchman . . . . .
				720	Watchman . . . . .
		Orderly . . . . .		780	Orderly . . . . .
				840	Orderly . . . . .
				900	Orderly . . . . .

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## **EXHIBITS**

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[921]

EXHIBIT I

RATE OF PROMOTION AND SALARY INCREASE  
LENGTH OF SERVICE PER CIVIL SERVICE GRADE—CLERKS

TABLE 1. Summary table showing the average length of completed service,\* in months in each Civil Service Grade for employees of the Clerk Group, in the departments of Comptroller, Education, Health, Insurance, Labor and Secretary of State, based on service records from January 1, 1910, to June 30, 1915 †

	Grade 1 -\$360	Grade 2 \$361- \$480	Grade 3 \$481- \$600	Grade 4 \$601- \$720	Grade 5 \$721- \$900	Grade 6 \$901- \$1,200	Grade 7 \$1,201- \$1,500	Grade 8 \$1,501- \$1,800	Grade 9 \$1,801- \$2,100	Grade 10 \$2,101- \$2,400	Grade 11 \$2,401- \$3,000	Departmental averages	
												Averages of all grades.	Averages of the first four grades
<i>Comptroller</i>	Number of instances.....	6	9	13	13	15	19	17	10	6	4		
	Number of months of service....	32	68	73	156	198	349	292	186	60	106		
	Average number of months of service.....	5.3	7.6	6.7	8.2	13.2	18.4	17.2	18.6	10	26.5	12.5	6.3
<i>Education</i>	Number of instances.....	30	31	15		†(1)							
	Number of months of service....	323	532	307		†(1) (36)							
	Average number of months of service.....	10.8	17.2	20.5								17.3	17.3
<i>Health</i>	Number of instances.....	4	8	8		†(1)							
	Number of months of service....	25	52	42		†(1) (45)							
	Average number of months of service.....	6.2	6.5	5.2								7.2	7.2
<i>Insurance</i>	Number of instances.....	4	10	20	21	4	4	†(1)					
	Number of months of service....	25	51	130	441	70	46	(7)					
	Average number of months of service.....	6.2	5.1	6.5	21	17.5	11.5					10.6	6
<i>Labor</i>	Number of instances.....	7	6	10	5		†(1)	†(1)					
	Number of months of service....	33	42	36	82		(13)	(12)					
	Average number of months of service.....	4.7	7	3.6	10.4							7.6	5.3

Secretary of State											
Number of instances.....	7	9	3	4	4	5	3	.....	.....	.....	.....
Number of months of service.....	34	90	115	41	63	93	81	.....	.....	.....	.....
Average number of months of service.....	13	10	14.4	10.2	15.7	19.6	27	.....	.....	.....	11.6
Grade average											
Average number months of service.....	7.5	8.7	9.5	9.9	15.3	16.8	19	17.2	18.6	19	26.5

"Completed service:" i. e., service terminated by promotion to the next grade. The inclusion of service not yet so terminated, or of service ended by separation transfer from the department, would, of course, bias a figure intended to show the service of those who were transferred from the department do not appear in it.

- too few to prove a rule.

# RATE OF PROMOTION AND SALARY INCREASE

## LENGTH OF SERVICE PER CIVIL SERVICE GRADE — ENGINEERS

TABLE 2. Summary table showing the average length of completed service,\* in months, in each Civil Service Grade, for employees of the Engineer Group in the departments of Highways, State Architect and State Engineer, based on service records from January 1, 1910, to June 30, 1915 †

	Grade 1 \$360	Grade 2 \$361- \$420	Grade 3 \$421- \$600	Grade 4 \$601- \$720	Grade 5 \$721- \$900	Grade 6 \$901- \$1,200	Grade 7 \$1,201- \$1,500	Grade 8 \$1,501- \$1,800	Grade 9 \$1,801- \$2,100	Grade 10 \$2,101- \$2,400	Grade 11 \$2,401- \$3,000	Departmental averages	
												Average of all grades.	Average of grades 6 to 10 inclusive
<i>Highway</i>													
Number of instances.....	.....	.....	.....	17	52	95	98	71	27	9	2		
Number of months of service.....	.....	.....	.....	221	776	1,484	1,386	1,285	445	288	37		
Average number months of service.....	.....	.....	.....	13	14.9	15.6	14.1	18.1	16.5	32	18.5	17.8	19.9
<i>State Architect</i>													
Number of instances.....	.....	.....	.....	.....	.....	1(1)	3	1(1)	3	2	.....		
Number of months of service.....	.....	.....	.....	.....	.....	(37)	47	(14)	34	60	.....		
Average number months of service.....	.....	.....	.....	.....	.....	(37)	15.7	(14)	11.3	30	.....	21.6	21.6
<i>State Engineer</i>													
Number of instances.....	.....	.....	.....	19	54	65	34	40	48	6	1(1)		
Number of months of service.....	.....	.....	.....	232	599	1,057	688	840	1,085	88	(36)		
Average number months of service.....	.....	.....	.....	12.2	11.1	16.3	20	21	21.6	14.7	.....	16.7	18.7
<i>Grade averages</i>													
Average number months of service.....	.....	.....	.....	12.8	13	22.9	16.6	17.7	16.5	25.6	1(18.5)		
<i>Average of the Departments of Highways and State Engineer</i>	.....	.....	.....	12	13	16	17	19.5	19.1	23.2	1(18.5)		

\* "Completed service"; i. e., service terminated by promotion to the next grade. The inclusion of service not yet so terminated, or of service ended by transfer from the department, would, of course, bias a figure intended to represent rate of promotion.

† Left the service or were transferred from the departments do not appear in the Civil Service department records, so cause an inadequate number to prove a rule.



# EXHIBIT II

## RATE OF PROMOTION AND SALARY INCREASE

### RATE OF SALARY INCREASE—ENGINEERS

TABLE 1. Table showing the average amount of salary increase, length of service at a salary rate, and rate of increase per annum, for employees of the Engineer Group in the departments of Highways, State Architect, and State Engineer, based on the service records from January 1, 1910, to June 30, 1915, inclusive \*

	Grade 1 -\$360	Grade 2 \$361- \$480	Grade 3 \$481- \$600	Grade 4 \$601- \$720	Grade 5 \$721- \$900	Grade 6 \$901- \$1,200	Grade 7 \$1,201- \$1,500	Grade 8 \$1,501- \$1,800	Grade 9 \$1,801- \$2,000	Grade 10 \$2,001- \$2,400	Grade 11 \$2,401- \$3,000	Departmental averages	
												Averages of all grades.	Averages of grades 6 to 10 inclusive
<i>Highway</i>													
Average amount salary increase.	.....	.....	.....	160	226	238	170	254	213	340	560		
Average length service (months)	.....	.....	.....	9.8	15	15.9	12.3	15.6	17	32	17.6		
before advancement.....	.....	.....	.....	196	182	180	166	195	150	127	382	197	164
Rate of increase per annum.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
<i>State Architect</i>													
Average amount salary increase.	.....	.....	.....	.....	.....	†(150)	220	†(100)	112	525	.....		
Average length service (months)	.....	.....	.....	.....	.....	(37)	14.4	(19)	8	30	.....		
before advancement.....	.....	.....	.....	.....	.....	(49)	183	(63)	168	210	.....	135	135
Rate of increase per annum.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
<i>State Engineer</i>													
Average amount salary increase.	.....	.....	.....	†(152)	183	177	165	266	317	402	300		
Average length of service (months)	.....	.....	.....	(10.5)	10.3	14.4	12.8	17.3	22.2	14.7	19.6		
before advancement.....	.....	.....	.....	(174)	213	148	155	185	171	328	184	218	199
Rate of increase per annum.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
<i>Grade averages</i>													
Rate of increase per annum.....	.....	.....	.....	135	197	126	163	143	163	222	283		
<i>Averages of the Departments of Highways and State Engineer.</i>	.....	.....	.....	135	197	164	160	190	163	227	283		

\* The records of employees who left the service or were transferred from the department do not appear in the Civil Service department records, and consequently are not included in these figures.  
† Only one instance occurs — too few to prove a rule.

RATE OF PROMOTION AND SALARY INCREASE  
RATE OF SALARY INCREASE — CLERKS

TABLE 2. Table showing the average amount of salary increase, length of service at each salary rate, and rate of increase per annum, for clerks in the departments of Comptroller, Education, Health, Insurance, Labor, and Secretary of State, based on the service records from January 1, 1910, to June 30, 1915, inclusive \*

	Grade 1 -\$360	Grade 2 \$361- \$480	Grade 3 \$481- \$600	Grade 4 \$601- \$720	Grade 5 \$721- \$900	Grade 6 \$901- \$1,200	Grade 7 \$1,201- \$1,500	Grade 8 \$1,501- \$1,800	Grade 9 \$1,801- \$2,000	Grade 10 \$2,001- \$2,400	Grade 11 \$2,401- \$3,000	Departmental averages	
												Averages of all grades.	Averages of the first four grades
<i>Comptroller</i>	Average amount salary increase.	140	120	180	290	245	246	213	296	167	486		
	Average length service (months)	5.3	7.6	5	8.2	13.2	15	14.8	16.2	10	19.4		
	Rate of increase per annum.	317	190	430	424	223	197	172	183	200	300	261	294
<i>Education</i>	Average amount salary increase.	120	120	180	125	167	250						
	Average length service (months)	10.8	17.2	20.6	20.6	27	25.5						
	Rate of increase per annum.	133	84	105	73	74	118					94	98
<i>Health</i>	Average amount salary increase.	150	120	160		†(300)							
	Average length service (months)	6.2	6.6	11		(45)							
	Rate of increase per annum.	290	220	175								254	254
<i>Insurance</i>	Average amount salary increase.	150	120	177	261	104	182						
	Average length service (months)	6.2	5.1	6	17.6	10.6	9						
	Rate of increase per annum.	290	283	354	171	118	243					240	287
<i>Labor</i>	Average amount salary increase.	154	130	180	200	†(200)	†(300)	†(200)					

Average length service (months) before advancement.....	4.7	7	3.6	6.1	16.4	(9)	(16)	(12)	.....	.....	.....	.....	346	373
Rate of increase per annum .....	393	223	520	355	190	.....	.....	.....	.....	.....	.....	.....	.....	.....
<i>Secretary of State</i>														
Average amount salary increase.	137	120	120	180	225	108	118	200	.....	.....	.....	.....	.....	.....
Average length service (months) before advancement .....	10.6	10	14.4	10.2	13.2	13.3	12.8	15	.....	.....	.....	.....	151	169
Rate of increase per annum .....	155	173	100	212	200	97	110	160	.....	.....	.....	.....	.....	.....
<i>Grade averages</i>														
Rate of increase per annum .....	253	195	247	272	212	128	167	168	†(153)	†(200)	†(200)	†(200)	.....	.....

\* The records of employees who left the service or were transferred from the department do not appear in the Civil Service department records, and consequently figures.

— too few to prove a rule.

## EXHIBIT III

## CO-OPERATION OF DEPARTMENTS

**TABLE SHOWING DEPARTMENTS WITH WHICH CONFERENCES WERE HELD IN THE PREPARATION OF  
STANDARD SALARY AND GRADE SPECIFICATIONS**

[illegible]











**WORK RECORD!—To be Filled in by Employee**

1. Employee's office title or departmental designation	2. Immediate superior (name and title)	3. Length of service at work now performed		4. Time devoted to duties			
		Years	Months	Hours per day	Days per week	Weeks per year	
5. Description of average day's work: (Enumerate the several duties and classes of work which you now perform, describing each class of work in sufficient detail to indicate the scope and character of your employment)							

(Nine lines available in original)

	State <input type="checkbox"/> extent to which the volume of your work varies	
6. Is your work uniform? (Yes or no)		
7. Are you responsible for the direction of others? Percentage of your time devoted to the direction of others	(Yes or no) %	THIS SPACE IS TO BE FILLED IN BY THE BUREAU HEAD, OR OTHER ADMINISTRATIVE OFFICIAL

tion, showing for:  
(a), (d) and (e)).  
union unit, list  
employees whom you

[illegible]

I certify to the correctness of the above record	Signed _____	Date _____	Approved _____	Date _____
	Employee _____	Immediate superior _____	Signed _____	Bureau head or other official _____

<sup>1</sup> Reduced from card 8½ in. x 11 in.









